



UNIVERSITY
OF
JOHANNESBURG

ACADEMIC REGULATIONS 2016

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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 2016

1. GENERAL PROVISIONS

1.1 Legal requirements

These Regulations are subject to:

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

1.2 Application

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

1.3 Status of regulations

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

2 ABBREVIATIONS AND DEFINITIONS

2.1 Abbreviations

A level	Advanced level
AARP	Alternative Admission Project of the Department of Education
APS	Admission points score
AR	Academic regulation
AS level	Advanced subsidiary level
CHE	Council for Higher Education
CHED	Centre for Higher Learning at UCT
CPD	Continuous professional development
DHET	Department of Higher Education and Training
DIPEM	Division for Institutional Planning, Evaluation and Monitoring
DVC	Deputy Vice-Chancellor
FHDC	Faculty Higher Degrees Committee
HEI	Higher Education Institution
HEMIS	Higher Education Management Information System
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualifications Sub-Framework

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

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2.3 Definitions

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

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

- 2.3.9. **“Doctoral degree”** means that the essential defining requirement of the research project for graduation purposes is an original contribution to a field of study at a theoretical, conceptual or analytical level in addition to proficiency in research methods and exercise of independent and critical ability.
- 2.3.10. **“External assessor”** means an expert who is not an employee of the University but who is appointed by the University to assess students' work.
- 2.3.11. **“Faculty-specific assessment”** means opportunities such as continuous assessments that are determined by academic departments and approved by the Faculty Board.
- 2.3.12. **“Field of study”** means a broad demarcation of study within which smaller foci of study may be identified. SAQA has identified 12 fields of study, each with its own National Standards Framework (NSF) (e.g. Business, Commerce and Management Studies = NSF 03). A number of subfields are identified within each field of study, each with a Standards Generating Body (SGB) (e.g. the SGB for Human Resource Management).
- 2.3.13. **“Formative assessment”** takes place during the teaching and learning process within the module and informs both students and lecturers regarding the progress made towards the learning outcomes, together with guidance to assist the students to understand areas of strengths and weaknesses, and the strategies for improvement. This kind of assessment does not cast a final judgement, but informs the student and the lecturer regarding the progress of learning. Different assessment methods and techniques could be used to assess the student learning. These assessments can count marks but students must be informed thereof.
- 2.3.14. **“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.
- 2.3.15. **“Granting of a module credit”** means a module successfully completed at a specified NQF level within an academic programme may be used to exempt a student from, and grant credit for an equivalent module in another academic programme, provided that the module for which the student is registered is at the same NQF level.
- 2.3.16. **“Higher degrees and postgraduate studies”** means studies, research or programmes at the master's or doctoral level or at a level for which a completed bachelor's degree or an advanced diploma is a prerequisite.
- 2.3.17. **“Interdisciplinary degree”** means a degree in which the formal foundation cannot be found in only one academic department, but is spread across several home departments, and for which a cognate formal undergraduate degree may not be available. At the master's and doctoral levels these degrees are referred to as MPhil and DPhil degrees respectively.
- 2.3.18. **“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.
- 2.3.19. **“Master’s degree”** means the following in the defined context:
- (a) **“Coursework master’s programme or degree”** means the successful completion of compulsory, formal, taught modules that constitute a significant part of the requirements for graduation, with a minor dissertation accounting for the balance.
- (b) **“Research master’s programme or degree”** means that the successful completion of a research dissertation is the sole academic requirement for graduation.
- 2.3.20. **“Minor dissertation”** means a written document, more limited in scope and length than a full research master’s dissertation that communicates the work pursued in the course of the project. Its context and outcome are proving that the candidate is conversant with the method of research in partial compliance with the requirements for the prescribed outcomes of a coursework master’s degree.
- 2.3.21. **“Moderator”** means a competent assessor who is familiar with the subject content ensuring that the assessment practice in a module or academic programme meets national and institutional requirements.
- 2.3.22. **“Module”** means the following in the defined context:
- (a) **“Compulsory module”** is a module that students must register for as part of a particular programme and whose outcomes 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 of 40% obtained for the first-semester module to progress to the second-semester module.
- (c) **“Elective module”** is any module that can be exchanged for another module as provided for in the programme.
- (d) **“Module”** is a predetermined unit of teaching and learning.
- (e) **“Semester module”** is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar approved by Senate.
- (f) **“Term module”** is a module that extends over one term (approximately 7 academic weeks) within a particular semester as reflected in the academic calendar as approved by Senate.
- (g) **“Year module”** is a module that extends over two semesters (approximately 28 academic weeks) as reflected in the academic calendar of a particular calendar year as approved by Senate.
- 2.3.23. **“Module exemption”** means recognition that is granted within the framework of the admissions requirements of accredited learning from an approved or accredited provider, which is usually confirmed by means of academic records or other documents. However, when exemption is granted for a module(s), an additional optional module must be registered for to comply with the credit total/accumulative credits.

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

Teach out Qualifications before 2012

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

From 2013 the following are offered:

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)

- 2.3.25. **“Outcomes”** means a demonstration of relevant abilities (knowledge, competencies, attitudes and values).

- 2.3.26. **“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.

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

“Reportable plagiarism” means *Plagiarism* that:

- (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*
- (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, and all the other relevant circumstances of the case; *or*

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

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

- (a) **“Attendance-based short learning programme”** means an institution-approved continuing education short learning programme (SLP) for which no credits are awarded in relation to a particular formal programme such as seminars, workshops and continuous professional development (CPD) programmes.
- (b) **“Credit-bearing short learning programme”** means an institution-approved continuing education short learning programme (SLP) for which credits may be considered in relation to its contribution to a particular programme, in accordance with legal requirements.
- (c) **“Duration of a programme”** means the minimum study period for which students must be registered towards a particular programme in order to qualify for a qualification after they have successfully completed all the prescribed modules.
- (d) **“Extended curriculum programme”** means an undergraduate diploma or degree incorporating substantial foundational work/provision that is additional to the coursework prescribed for the regular programme. The foundational work/provision is equivalent to one or two semesters of full-time study, designed to articulate effectively with the regular elements of the programme, and planned, scheduled and regulated as an integral part of the programme.
- (e) **“Continuing Education Programme”** means an institution-approved short learning programme or institution-approved whole programme 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 an UJ certificate in case of a SLP.
- (f) **“Programme”** means a purposeful and structured set of learning experiences leading to a qualification comprising a set of credit-bearing, level-pegged

modules. In an outcomes-based system, programmes are designed to enable students to achieve predetermined exit level outcomes.

- (g) **“Programme group”** means a number of programmes with the same focus or field of specialisation.
 - (h) **“Programme title”** means the name of a qualification with or without a qualifier, e.g. BA (Development Studies), BIng (Mechanical) or LLB.
 - (i) **“Purpose of a programme”** means the value of a programme to students and society, and reflects the outcomes.
 - (j) **“Short learning programme”** means an institution-approved continuing education programme, inclusive of a credit-bearing short learning programme and non-credit-bearing (attendance-based) short learning programme generating fewer than 120 NQF credits and extending over a period of less than one year.
 - (k) **“Subsidised academic programme”** means an externally approved, funded, registered and accredited, structured academic programme at the University that, upon successful completion, will lead to the award of a formal qualification such as a certificate, diploma or a degree.
 - (l) **“Whole programme”** means an institution-approved, 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”.)
- 2.3.29. **“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.
- 2.3.30. **“Promotion requirements”** means the grounds of a student’s achievements in a particular study period.
- 2.3.31. **“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.
- 2.3.32. **“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.
- 2.3.33. **“Recognition of prior learning (RPL)”** means the granting of credits for or the recognition of any appropriate learning that has occurred prior to admission to a formal learning programme, based on the demonstration of particular abilities in respect of knowledge, competence, attitudes and values.
- 2.3.34. **“Rules of access”** means the minimum requirements for access to a module or programme.
- 2.3.35. **“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).
- 2.3.36. **“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.

- 2.3.37. **“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.
- 2.3.38. **“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.
- 2.3.39. **“Summative assessment” (traditional)** is carried out at the end of a period of teaching and learning of a module, e.g. the end of a lecture or series of lectures or the end of the semester. The purpose is to determine (i.e. judge) the student’s achievement of the outcomes, i.e. the learning products. It provides the opportunity for a judgement to be made.
- 2.3.40. **“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.
- 2.3.41. **“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.
- 2.3.42. **“Thesis”** means a treatise, 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.
- 2.3.43. **“Tutorial”** means a period of tuition given by a university in addition to normal teaching time and methods. It is the teaching of a very small group of students by university teaching staff or tutors in a specific module.
- 2.3.44. **“University”** means the University of Johannesburg.
- 2.3.45. **“Work integrated learning”** means the component of a learning programme that focuses on the application of learning in an authentic learning work-based context under the supervision and/or mentorship of a person/s representing the workplace. It addresses specific competencies identified for the acquisition of a qualification that make the 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 admission requirement principles for an undergraduate programme

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

- (a) A NSC higher certificate endorsement is a legal requirement for admission into a higher certificate.
- (b) A NSC diploma endorsement is a legal requirement for admission into an undergraduate diploma.
- (c) A NSC bachelor's degree endorsement is a legal requirement for admission into an undergraduate bachelor's degree.
- (d) An applicant who has successfully completed a Higher Certificate at an accredited HEI may be admitted into an appropriate Advanced Certificate.
- (e) An applicant who has successfully completed a Higher Certificate at an accredited HEI and has accumulated relevant credits may be admitted to a related undergraduate diploma programme, subject to the candidate being granted a NSC diploma endorsement by Universities of South Africa after the successful completion of the Higher Certificate (refer to AR 6 and AR 7 for credit requirements).
- (f) An applicant who has successfully completed an undergraduate diploma, may be admitted into an undergraduate bachelor's degree programme, subject to the candidate being granted a NSC bachelor's degree endorsement by Universities of South Africa (refer to AR 6 and AR 7 for credit requirements).
- (g) Other progression requirements, as reflected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.
- (h) Applicants who have completed their National Senior Certificate (NSC) or Senior Certificate (SC) must comply with the minimum Admission Points Score (APS). All applicants must comply with the language requirements, faculty and qualification or module requirements for admission into each programme as laid down by the relevant faculty.
- (i) Other additional admission requirements may be:
 - (i) admission and placement tests as approved by Senate;
 - (ii) personal interviews;
 - (iii) portfolios of evidence;
 - (iv) RPL;
 - (v) SAQA or Universities of South Africa certification of equivalents;
 - (vi) language proficiency tests.
- (j) The writing of the National Benchmark Tests (NBTs), prior to registration, is compulsory for all new first year students.
- (k) Compliance with the minimum requirements does not guarantee a place, as the University has a specific number of places as approved by the Department of Higher Education and Training for new undergraduate first years.

- (l) Prospective students currently in Grade 12 will be considered for admission to study at the University based on a Grade Eleven Score that is calculated in the same way as the APS using the final achievement ratings of the Grade 11 subjects. Any student who has been admitted on the Grade 11 results will have to satisfy the minimum admission requirements in Grade 12 for registration for the relevant qualification as laid down by the University.
- (m) Prospective students who comply with the minimum legal requirements for admission to a National Diploma or Bachelor's degree programme, but who do not meet the additional faculty-specific minimum Admission Points Score, may, upon good cause shown, be granted admission to such programme at the discretion of the relevant Executive Dean. If prospective students do not meet faculty-specific admission requirements in respect of a module in such a programme that is taught in a faculty other than the faculty in which the programme is offered, the Executive Dean must consult with the Executive Dean of the faculty within which the module resides before admission to the programme may be granted.
- (n) School-leaving certificates not included in the table below are dealt with individually in faculties and departments.

4.2 Admissions before 2008 Admission Requirements for International applicants, applicants who completed the Senior Certificate (SC) or National Senior Certificate (NSC).

The Admission Point Score (APS) table used for calculation

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

ABBREVIATIONS

NSC	National Senior Certificate (completed Grade 12 in and after 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

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	Advanced Subsidiary Level
A Level	Advanced Level
IB (HL)	International Baccalaureate Schools (Higher Levels)
IB (SL)	International Baccalaureate Schools (Standard Levels)

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

- 4.3.1 Admission Point Scores (APS) are awarded for the six best symbols (taking faculty- and programme-specific requirements into account) in the SC, HIGCSE, IGCSE, A-level, O-level, AS-level or the IB according to the table above. A maximum of six subjects will be used to calculate the APS.
- 4.3.2 Applicants who obtained the SC will be considered for admission to study at the University in accordance with their final Grade 12 results.
- 4.3.3 The minimum achievement rating as required for Life Orientation as stipulated in the minimum entrance requirements per qualification, will either be automatically added or subtracted (with the total APS being adapted accordingly) for applicants who obtained one of the school leaving certificates as mentioned in 4.3.1.

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

4.4.1 The APS is calculated as follows:

- In total seven subjects are used for the calculation of the APS.
- The total APS of an applicant is the sum of the achievement ratings of the NSC subjects of that applicant.
- If applicants completed more than the minimum number of subjects in their NSC, the compulsory subjects and the best three remaining subjects will be used to calculate the total APS.
- If an elective is compulsory for admission this subject must be included in the calculation.
- A minimum APS will be required for specified compulsory Group A subjects (including electives), and the total of the remaining Group B subjects will add to the total APS.
- Refer to the UJ Prospectus for the requirements per qualification and Faculty.

4.5 Admission requirements for applicants who obtained the National Certificate Vocational (NCV)

- 4.5.1 Admission requirements for applicants with a NCV are in accordance with relevant legislation and the faculty rules and regulations related to the various academic programmes.
- 4.5.2 Refer to the UJ Prospectus for the requirements per qualification and faculty.

4.6 Minimum admission requirements applicable to Higher Certificates

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

4.6.2 Prospective students must

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

or

(b)

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

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

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

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

(v) have complied with Admission Points Score.

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

or

(c)

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

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

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

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

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

(iii) be able to prove their competence in English as laid down in the relevant faculty rules and regulations;

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

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

or

(d)

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

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

(iii) have complied with M score requirements;

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

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

4.7 MINIMUM ADMISSION REQUIREMENTS APPLICABLE TO DIPLOMAS:

4.7.1 The minimum admission requirements for a national diploma are: in accordance with the requirements as defined in the NATED Report 150,

the Government Gazette July 2008 Policy and HEQF 2007. This implies the following:

- (a) SC or NSC endorsed with diploma admission;
- (b) SC-based complete/conditional exemption;
- (c) language requirements;
- (d) admission/placement tests as approved by Senate;
- (e) faculty- and 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 ADVANCED DIPLOMAS

The Advanced Diploma is offered to a student with a Diploma or National Diploma to allow a student to bridge to Honours in a specific programme, should he/she meet the minimum requirements for the Honours.

- 4.8.1 In addition to faculty-specific minimum admission requirements, special admission requirements will apply to specific programmes as set out below.
- 4.8.2 For admission to an advanced diploma, applicants must have successfully completed a relevant diploma, or national diploma, or Bachelor's degree in the same or relevant field of study as determined by the relevant Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations.
- 4.8.3 Programme-specific admission requirements such as a minimum achievement in the relevant majors or approved appropriate other modules in the prerequisite qualification are determined by the relevant Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations.

4.9 ACADEMIC REGULATIONS APPLICABLE TO BACHELOR'S PROGRAMMES MINIMUM ADMISSION REQUIREMENTS FOR A BACHELOR'S PROGRAMME

4.9.1 Minimum admission requirements

The minimum admission requirements for a bachelor's programme are:

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

or

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

- (c) Admission tests, as approved by Senate;
- (d) M score, APS and other equivalent scores;
- (e) Language requirements;

- (f) Faculty- and programme-specific requirements as determined by the relevant Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations.

4.10 Alternative admissions requirements

4.10.1 Senate Discretionary Conditional Admission

Senate Discretionary Conditional Admission for candidates who have successfully completed the National Senior Certificate **or** National Certificate **or** National Certificate (Vocational) 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 successful completion of 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 the applicant successfully completing the NBT and 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 closing dates. 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 Admission is also subject to

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

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

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

or

(b) English passed at school-leaving level.

or

(c) the results of the UJ English Language Programme (UJELP) module completion test.

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 of access, but who has been refused admission, may request written reasons for such refusal from the relevant Executive Dean.

5. REGISTRATION

5.1 General principles

5.1.1 Students register for a subsidised academic programme as contained in the University's programme qualification mix (PQM) and also in the Faculty Rules and Regulations, or for an institution-approved continuing education programme.

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

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

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

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

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

(a) registration for service learning or work integrated learning for the academic period following the period in question will be regarded as a renewal of registration;

- (b) the Executive Dean may in exceptional circumstances allow students to continue their studies according to conditions that may be determined.
- 5.1.4 When regulations are amended, Senate may formulate transitional regulations for students to complete a specific programme according to the new regulations.
- 5.1.5 All students must register annually in accordance with the approved Academic Calendar. Programme-specific exceptions (such as a second-semester intake) must be considered by MEC for recommendation to the Senate Teaching and Learning Committee and approved by Senate.
- 5.1.6 The registration fee and the first instalment of the tuition fee as determined annually by the University are payable upon registration.
- 5.1.7 After registration, students are obliged to pay the outstanding fees due on or before the dates stipulated by the University. The deadlines for fee payment are included in the UJ fee booklet.
- 5.1.8 Students who cancel their registration are not entitled to reimbursement of the registration fee and remain liable for the tuition fees in accordance with the UJ fee booklet.
- 5.1.9 Students are not allowed to register outside the prescribed and approved registration periods unless the Management Executive Committee formally extends the registration period. Students who register late are liable for the payment of a late registration fee in accordance with the Student Fees Policy and decisions taken by the Management Executive Committee in this regard.
- 5.1.10 Tuition fees are payable as follows:
- a) Local students**
- (i) A registration fee is payable at registration, please refer to UJ Fee booklet for details.
 - (ii) 60% of the tuition fees to be paid by 15 April for full year programmes, 100% payable by 15 April for semester modules.
 - (iii) 100% of the tuition fees to be paid by 15 August
- b) International students**
- (i) An upfront payment of 30% of tuition fees to be paid at registration
 - (ii) 65% of the tuition fees to be paid by 30 April
 - (iii) 100% of the tuition fees to be paid by 31 July
 - (iv) The University will offer a 5% discount should all fees be paid at registration
- 5.1.11 Students who cancel their registration are not entitled to reimbursement of the registration fee and remain liable for the tuition fees in accordance with the Student Fees Policy.
- 5.1.12 Students are not allowed to register outside the prescribed and approved registration periods unless the Management Executive Committee formally extends the registration period. Students who register late are liable for the payment of a late registration fee in accordance with the Student Fees Policy and decisions taken by the Management Executive Committee in this regard.

- 5.1.13 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 Students submit themselves to the rules and regulations of the University and undertake to pay the prescribed fees by signing the official registration form and the formal agreement with the University.
- 5.1.15 The registration of students is valid for the applicable registration period only and lapses on expiry of this period.
- 5.1.16 Students may not register simultaneously for two programmes at the University or for a programme or module at another university concurrently with their registration at the University without prior written consent of the Executive Deans of the relevant faculties and the relevant authority of the other university.
- 5.1.17 At least 50% of all the required modules (including all exit level modules) that a student must successfully complete for an undergraduate qualification to be awarded or conferred must be completed at the University to obtain the qualification certification. Only in exceptional cases, may the Executive Deans in consultation with the Registrar grant permission to complete an exit level module at another higher education institution.
- 5.1.18 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.
- 5.1.19 A student may not register for more than the prescribed number of modules per academic year/semester as:
- (a) approved by Faculty Board and Senate;
 - (b) reflected in the faculty rules and regulations and curriculum;
 - (c) specified per year level.
- The Executive Dean of the faculty may approve a maximum of two additional semester modules or one year module per academic year.
- 5.1.20 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.
- 5.1.21 Registration takes place in accordance with the Programme Qualification Mix and related HEMIS business rules approved by the DHET.
- 5.1.22 The University does not guarantee that students (including those with a disability/impairment) who register for a qualification and successfully complete that qualification will be registered with a professional board/council or be successful in obtaining employment.

5.2 Documents to be submitted upon registration

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

5.2.1 First-year students

- (a) Identity document or permanent residence permit 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) Identity document 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: Universities of South Africa evaluation of the school-leaving certificate.
- (e) English proficiency test certificate or proof of English passed at school-leaving level
- (f) Proof of South African medical insurance cover

5.2.4 Unavailability of documents

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

5.2.5 Omission of material information and submission of incorrect documentation

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

5.3 Change of personal information

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

5.4 Student access cards

- 5.4.1 Students registering for the first time will be issued with student access cards after their registration process has been successfully completed and the cards

will be activated for that registration period only. Thereafter these student cards will be re-activated each time after reregistration.

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

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

5.5 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 and satisfy all other registration requirements.

5.5.2 International students are liable for the full payment of registration and tuition fees, the international levy and other required fees as stipulated under AR 5.1.10.

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 Executive Dean of the faculty.

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

5.8 Cancellation of studies

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

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

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

5.9 Service or work integrated learning

5.9.1 If service (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 Registration and assessment

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

5.11 Class attendance

- 5.11.1 Students are expected to attend each class unless they have a legitimate reason, and where appropriate, the necessary evidence thereof, for being absent.
- 5.11.2 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.
- 5.11.3 In borderline cases information on class attendance is taken into account by faculties.
- 5.11.4 Students are expected to attend a minimum of 80% of tutorials.
- 5.11.5 Faculties might have rules regarding the compulsory attendance of practical, laboratory and clinical classes as contained in the faculty rules and regulations.

6. CREDIT AND PROMOTION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

- 6.1 Students may receive credit once only for an interchangeable module in any one programme at the equivalent NQF level.
- 6.2 A module passed at a particular NQF level may not serve as an equivalent for a module at a higher NQF level.
- 6.3 Students retain credit for exemption and/or renewal of registration purposes for a module passed for a period not exceeding seven years, provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory body regulating the relevant qualification. This retention is also subject to the programme-specific requirements contained in the Faculty Rules and Regulations. Exceptions may be allowed by the Executive Dean in consultation with the Head of Department.
- 6.4 Faculty-specific promotion requirements and deregistration rules are contained in the Faculty Rules and Regulations and are applied in addition to the other regulations in this section.
- 6.5 Students who have temporarily discontinued their studies and who have passed a module whose content has in the meantime undergone substantial changes may be refused admission to a module for which this module is a prerequisite.
- 6.6 Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean on recommendation of the relevant Head of Department after

consultation with the Lecturer, or on recommendation of the faculty's examination or assessment committee.

- 6.7 To be admitted to any module in the second, third or fourth academic year of study, and progress to the following year of study, students must have passed at least 60% of the modules in the previous year of study.
- 6.8 Students who have not been promoted to the following year of study for any two years of study will not be permitted to continue with that programme 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 work in the first semester is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year and will academically be 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 and AR 6.9.
- 6.11 Students who are registered for a three- or four-year programme and fail to complete the programme within a further period of two years will be allowed to continue with the programme only if granted special permission by the Executive Dean on recommendation of the relevant Head of Department or the faculty's Examination or Assessment Committee.
- 6.12 Unsatisfactory attendance of lectures or (where applicable) participation in an electronic learning environment, tutorials and practicals is taken into consideration when decisions are made regarding the academic exclusion of students.
- 6.13 **Appeals against academic exclusion**
Students may lodge an appeal against their academic exclusion (i.e. 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 to the relevant dean's office 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 readmission.
 - (c) The students will be notified in writing of the outcome of the appeal.
 - (d) The decision of the Faculty Appeals Committee is final.
 - (e) Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.

7. EXEMPTION AND RECOGNITION REQUIREMENTS

- 7.1 A Head of Department may, in consultation with the Executive Dean or in accordance with a list of exemptions approved by the Executive Dean, grant exemption from and award a credit for a module to students on the grounds

that they have passed a relevant module at the University or at another accredited higher education institution.

- 7.2 Exemption from and awarding of credit for modules, as stipulated in AR 7.1, may not be granted for more than half the number of modules required in an undergraduate programme in which exemption and recognition are requested. A faculty may determine rules and regulations in this regard in agreement with the existing Faculty Rules and Regulations, and subject to approval by Senate. At least half the number of semester modules, including the exit level modules where appropriate, should be passed at the University for the University to award the diploma or confer the degree. The Executive Dean concerned, in consultation with the Registrar, may give permission to the student (for legitimate reasons) to complete such exit level module(s) at another HEI in South Africa, or abroad in accordance with the academic record concerned. For the purposes of this sub-regulation, a year module counts as two semester modules, and one term module counts as half a semester module.
- 7.3 Only in exceptional circumstances may the Executive Dean grant exemption from an exit level or semester core module that has been passed at another institution or in another programme.
- 7.4 Exemption from or credit for a module may only be granted for one further programme in addition to the programme in which the module was originally completed.

8. PREREQUISITE AND COMPULSORY MODULES

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

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

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

9. DURATION OF PROGRAMME

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

10. TEACHING, LEARNING AND ASSESSMENT

10.1 General

- 10.1.1 Teaching, learning and assessment take place in accordance with the University's Teaching and Learning Policy, Assessment Policy and the Senate-approved academic timetable.
- 10.1.2 Registered students have a right to tuition in accordance with the Senate-approved academic timetable.
- 10.1.3 The University does not permit student behaviour that disrupts formal teaching and learning activities.
- 10.1.4 Any form of dishonesty, including plagiarism, in relation to any assessment event in any programme, will be dealt with in accordance with the University's disciplinary code and/or criminal law.
- 10.1.5 Programme-specific assessment and regulations are determined by the Faculty Board and Senate.

10.2 Assessment opportunities

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

10.3 Assessment results

- 10.3.1 Higher assessment requirements than those indicated below are determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.
- 10.3.2 The judgement of the Departmental and/or Faculty Assessment Committee is final.

- 10.3.3 When a traditional examination (a non-continuous assessment) 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% is obtained.
- 10.3.4 When a final assessment opportunity is used for continuous assessment, programme-specific requirements, as approved by the Faculty Board and contained in the Faculty Rules and Regulations will be adhered to. The number, type, weight and date of assessments, replacement and/or supplementary assessments are pre-set and agreed upon by the assessor and moderator before the beginning of the unit/module or programme. Summative assessments are not limited to written assessments.
- 10.3.5 Students pass a continuous assessment module if they obtain a weighted final mark of at least 50% (or more if stipulated by a professional/regulating body).
- 10.3.6 Students pass a module with distinction if they obtain a final mark of at least 75%.
- 10.3.7 A couplet module consists of two modules in the academic year concerned whereby the second module builds on the first module. A 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.
- 10.3.8 If a couplet is not passed on the combined marks, the module or modules in which a final mark of at least 50% and 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 10.3.7 must be obtained to pass the couplet. If the couplet is not passed as stipulated in AR 10.3.7 above, credit is retained for the module (if any) in which a final mark of at least 50% and a 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 10.3.3 and AR 10.3.5 above must then be obtained in the module that is repeated to pass the couplet.
- 10.4 Appeals**
- 10.4.1 After the final mark for a module is made known, students
- (a) who failed the module with a final mark of at least 45%, or
 - (b) whose last summative assessment (examination) mark is at least 15% lower than their module mark, or
 - (c) who passed a module without distinction, but whose module mark or last summative assessment (examination) mark was a distinction mark, may apply to the lecturer who awarded marks in the final or last summative assessment opportunity for an explanation of the final mark obtained.
- 10.4.2 Requests for the explanation of the award of final marks in the final summative assessment opportunity as indicated in AR 10.4.1 must be made within 10 days of the second semester for first semester assessments. In the case of a second semester assessment opportunity requests must be made before registration. No assessment material (for example answer scripts or portfolios)

or copies of it may be provided to students after such explanatory discussion if such material would not otherwise have been returned to them.

10.4.3 If, after the explanation has been provided as described in AR 10.4.2, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean. Executive Deans may, at their own discretion decide to appoint an external 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.

10.4.4 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.

10.5 Special summative assessment and supplementary assessment opportunities

10.5.1 Special 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 the Vice Dean, in consultation with the relevant Head of Department, considers all applications and decides whether or not to grant the special summative assessment opportunity.

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

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

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

or

(b) the student failed a module but obtained a final period/semester/year mark of at least 60%;

or

10.5.3 The Assessment Committee or a senior administrative officer of a faculty in which the qualification resides may grant a student a supplementary assessment opportunity if

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

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

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

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

10.5.4 The Assessment Committee or a senior administrative officer of a faculty in which the qualification resides may grant a student a supplementary last summative assessment opportunity if the student requires not more than the

equivalent of two semester modules or one year module for the completion of the relevant qualification, provided that the student

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

10.6 Obtaining a qualification

- 10.6.1 Students obtain a qualification if they have passed every module prescribed for a programme and have successfully completed 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.

- 10.6.2 A qualification is awarded or conferred with distinction if the requirements below are met:
- (a) Duration:
 - (i) Students must complete an undergraduate programme in the minimum period of study specified for the programme, unless the Executive Dean has approved a longer period of study for legitimate reasons.
 - (ii) Students must complete an honours qualification within one year if registered full-time and within two years if registered part-time.
 - (iii) Students must complete a master's qualification within three years.
 - (b) Average final mark for the qualification:
 - (i) Students must achieve a weighted and/or proportional calculated average final mark for an undergraduate qualification of at least 75% as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.
 - (ii) Students must achieve an average final mark for an honours qualification, of at least 75% calculated by weighting the final marks for all the modules comprising the qualification in accordance with the credit values allocated to the modules.
 - (iii) Students for a master's qualification by dissertation must achieve a final mark of at least 75% for the dissertation.
 - (iv) Students for a master's qualification by coursework must achieve an average final mark for the qualification of at least 75% calculated by weighting the average final marks for all the coursework modules and the final mark for the minor dissertation in accordance with the credit values allocated to all the coursework modules and the minor dissertation respectively (for example, if the credit value of the minor dissertation represents 40% of the total credit value of the qualification, the average final mark for the qualification will be weighted in the proportion of 40 for the minor dissertation and 60 for all the coursework modules).
 - (v) Decimal marks may be rounded upwards or downwards in accordance with the decision taken by the Faculty Assessment Committee concerned.
 - (c) A student must never have failed a module as a first attempt in the relevant programme.
 - (d) A student must have obtained a minimum mark of 65% in every prescribed module at NQF 7 and, in the case of a master's qualification by coursework, in the minor dissertation as well.
 - (e) Students for an honours qualification must have been registered for the full curriculum as prescribed for each academic year on a full-time or part-time basis, as the case may be.
 - (f) Students for a master's qualification must have been registered for the full curriculum as prescribed for each academic year on a full-time or part-time basis, as the case may be.
 - (g) If students are transferred from another Higher Education Institution in the same qualification to UJ, the same requirements as stated shall apply.
 - (h) If students change programmes within the UJ only the modules related to the new programme will be taken into consideration in calculating whether the qualification is obtained with distinction.

10.7 Students with disabilities

- 10.7.1 Students wishing to submit an application for special assessment conditions based on the grounds of a disability must do so in accordance with the procedure prescribed in the University's Policy on People with Disabilities.
- 10.7.2 Students should submit the application, together with the relevant medical/psychological reports supporting the request, to the Coordinator: People with Disabilities at the beginning of every semester/year. The request should clearly specify the needs and concessions requested. After consideration, the Coordinator: People with Disabilities will refer the request, together with a recommendation to the respective Executive Dean, other divisions and lecturers. Extension of assessment time and/or the granting of a concession must be reaffirmed every semester/year.
- 10.7.3 The confidential nature of information regarding a disability will be honoured at all times. The information will only be revealed with students' written consent or, where applicable, that of their parents or guardians.

10.8 Access control during assessments

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

10.9 Transgressions during any assessment opportunity

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

10.9.2 Persons who are not registered for a relevant module and are present in an assessment venue with the intention of taking part in the assessment are guilty of fraud and may face disciplinary procedures or legal action.

10.9.3 Executive Deans of Faculties can initiate disciplinary procedures in certain cases. They may implement disciplinary procedures with regard to alleged transgressions in class tests, assignments, tasks and essays as well as undisciplined behavior towards academic or administrative staff.

10.10 Irregularities during participation in summative assessment and practical opportunities

10.10.1 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.

10.10.2 Students referred to in AR10.9.1 must complete a prescribed declaration form after the assessment opportunity. The invigilator will submit this form together with a written report to the Executive Dean for submission to the Executive Director of Student Affairs.

10.10.3 The Academic Staff member responsible for the assessment or the relevant Head of Department and Executive Dean submits a memorandum which describes the case in detail.

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

10.10.5 If the suspected offence involves an electronic device, the invigilator will consult the assessor before responding to the offence as described in AR10.10.1.

10.11 Irregularities during participation in electronic summative assessment opportunities

10.11.1 Transgressions in this category include all forms of plagiarism.

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

10.11.3 The academic staff member responsible for the assessment or evaluation will refer the case to the relevant Head of Department and Executive Dean by means of a memorandum which describes the case in detail.

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

10.12 No extra time is allowed to complete the assessment.

10.13 All student assessment attempts will be submitted to the Executive Dean of the Faculty.

- 10.14 While a case is pending, answers will not be marked, and no result in the relevant subject will be made available to the student.
- 10.15 If a student is found not guilty after a disciplinary hearing, his/her assessment opportunity/test will be marked.
- 10.16 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.

10.17 Assessment of service or work integrated learning

- 10.17.1 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 (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.
- 10.17.2 Programme-specific requirements in this regard are addressed in the Faculty Assessment Policies and Work Integrated and Service Learning Policy.

10.18 Assessment for RPL

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

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

10.19 Publication of final assessment results

- 10.19.1 The assessment results of students are released per module as provisional results as soon as they are captured and computed throughout the summative assessment period.

- 10.19.2 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.
- 10.19.3 Final results for an assessment are finalised and released in accordance with a date determined by Central Academic Administration.
- 10.19.4 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.
- 10.19.5 The University strives to ensure confidentiality of personal information in the publication of assessment results.

11. CERTIFICATION

- 11.1 Certification takes place in accordance with the Higher Education Act 101 of 1997 (as amended), academic regulations and related policies. The requirements for the completion of qualifications are indicated in Academic Regulations 6, 7, 8, 9 and 10.6 above.
- 11.2 Certification is confirmed by the signatures of two senior officials of the University who are authorised to do so.
- 11.3 All subsidised and 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.
- 11.4 This certificate is the only official recognised certification issued by the University.

11.5 Duplicate certificates

- 11.5.1 The Registrar considers written applications for duplicate certificates. A duplicate certificate will be endorsed to reflect its status.
- 11.5.2 Applicants must submit a written application for this purpose and must include a motivation as to why the duplicate certificate is required. The following documents and evidence must be submitted with the application:
 - (a) Submission of a copy of the applicant's identity document. If the original document is not available a certified copy is required.
 - (b) Proof of payment of the prescribed fees for a duplicate certificate.

11.6 Translations of certificates

- 11.6.1 Should a translation of a certificate or valid duplicate certificate originally issued in Afrikaans be required in English, or the other way around, the original certificate or a valid duplicate must be made available to Central Academic Administration and the prescribed fee must be paid to the University. The Office of the Registrar will issue a certified translation but not a new certificate, although exceptions will be considered.

12. 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.

13. ACADEMIC REGULATIONS APPLICABLE TO BTECH AND HONOURS DEGREES

13.1 Minimum admission requirements

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

13.1.1 Admission to an honours programme: relevant bachelor's degree, advanced diploma or an equivalent qualification in the same or relevant field of study as determined by the relevant Faculty Board;

Admission to BTech: relevant diploma or an equivalent qualification in the same or relevant field of study as determined by the relevant Faculty Board.

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

13.1.3 Before admission to the programme the Executive Dean may, in consultation with the relevant Head of Department and lecturer, determine further conditions to be satisfied by prospective students either before or during the programme.

13.1.4 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.

13.1.5 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 may request written reasons for such refusal from the Head of Department.

13.2 Registration

13.2.1 Applicants register for the programme subject to confirmation by the Head of Department that they have been selected and admitted.

13.2.2 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.

13.3 Assessment

The assessment requirements are determined by the relevant Faculty Board and contained in the relevant faculty rules and regulations. This includes the consideration and awarding of supplementary assessment opportunities for modules failed. The weighting of the individual modules must be in line with the credit values of the modules.

14 ACADEMIC REGULATIONS APPLICABLE TO MASTER'S PROGRAMMES

14.1 Master's programmes

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

14.2 Admission

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

14.2.2 Applicants apply for admission and, if successful, register either for a research master's programme or a coursework master's programme.

14.2.3 In the case of a research master's programme, the Faculty Rules and Regulations determine whether the successful completion of a research dissertation is the sole academic requirement for the qualification, or whether the successful completion of both a research dissertation and an oral examination is required.

14.2.4 In the case of a coursework master's programme, the successful completion of prescribed coursework modules and a minor dissertation is the academic requirement for the qualification.

14.2.5 Additional admission and selection requirements may be determined by the relevant Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations.

14.2.6 In the case of interdisciplinary master's programmes (MPhil), additional admission requirements may be set by the two or more relevant interdisciplinary fields/departments/faculties, approved by Senate and contained in the relevant faculty rules and regulations.

14.2.7 The Head of Department may, where applicable, initiate the University's Policy and Procedure on RPL to award academic status equivalent to that of an honours degree to applicants to allow them access to a master's programme as determined by the relevant Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations.

14.2.8 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.

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

14.3 Registration

- 14.3.1 Applicants register for a master's programme as follows:
- (a) Coursework modules: First-year coursework applicants register in the first semester of the academic year in accordance with the registration dates set by the relevant faculty.
 - (b) Research first-year registration: Applicants register up to and including the second Friday in March, in which case residency begins in the first semester. Registration may also take place during the second semester up to and including the third Friday in July, in which case residency begins in the second semester.
 - (c) Renewal of registration for a minor dissertation or dissertation takes place during the first semester of the academic year as contained in the University's Year Programme.
 - (d) Failure to submit the research or minor research proposal within the specified time frame may result in cancellation of registration.
 - (e) Interruption of study may be granted by the Executive Dean for legitimate reasons, as reflected in the Higher Degrees and Postgraduate Policy.
- 14.3.2 Applicants register for a master's programme full-time or part-time in accordance with the specific requirements of the programme as contained in the relevant faculty rules and regulations as approved by Senate, and with due regard to the programme qualification mix as approved by the DHET.
- 14.3.3 The minimum duration of a master's programme is one academic year. Residency less than the prescribed minimum study period may not be granted.
- 14.3.4 The maximum period of registration for a master's programme is two years full-time or three years part-time. Further registration may be granted by the relevant Executive Dean in accordance with the University's Higher Degrees and Postgraduate Studies Policy.
- 14.3.5 The approval of applicants' research proposals, supervisors, study fields and provisional and/or final titles of minor dissertations or dissertations takes place in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific regulations as determined by the relevant Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations.
- 14.3.6 Any amendment to a project or research title is done in accordance with faculty-specific requirements. The amendment is approved by the relevant Faculty Board or faculty higher degrees committee and ratified 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.
- 14.3.7 The renewal of students' registration for a master's programme is subject to satisfactory progress in accordance with the University's Higher Degrees and Postgraduate Studies Policy, faculty-specific requirements and, where applicable, professional regulatory requirements, with due regard also to the University's Enrolment Management Plan and subsequent throughput interventions.
- 14.3.8 If students' progress is unsatisfactory, the Faculty Board may decide to terminate their registration for the master's programme.

14.4 Ethical considerations

Research in master's programmes is conducted in accordance with ethical requirements as contained in the University's Higher Degrees and Postgraduate Studies Policy, the University's Academic and Research Ethics Policy, 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 in research.

14.5 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.

14.6 Conversion/transfer of a research master's degree to a doctoral degree

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

14.6.2 The conversion of a master's study to a doctoral study may also be considered if one or more of the assessors recommend this.

14.6.3 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.

14.6.4 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 seminar to an ad hoc Master's Conversion Evaluation Committee ("the Committee") constituted for this purpose by the Faculty.

14.6.5 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.

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

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

14.6.7 The Committee considers (on behalf of the Faculty Board) the motivation of the supervisor(s), the written report and oral presentation of the student.

14.6.8 The Committee considers the merit of the application and submits a recommendation to the Faculty Board for consideration. The Faculty Board's

recommendation is then submitted to the Senate Higher Degrees Committee for consideration.

- 14.6.9 The Senate Higher Degrees Committee submits its recommendation to Senate for final consideration and approval.
- 14.6.10 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.
- 14.6.11 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.

14.7 Assessment

- 14.7.1 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.
- 14.7.2 Appointment of assessors for master's programmes takes place in accordance with the University's Higher Degrees and Postgraduate Studies Policy.
- 14.7.3 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 opportunities for coursework modules.
- 14.7.4 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.
- 14.7.5 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.
- 14.7.6 A minor dissertation or dissertation is submitted for final summative assessment subject to the written permission of the supervisors and 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 Executive Dean of the faculty makes the decision in accordance with the Higher Degrees and Postgraduate Studies Policy. The permission of the supervisors or Executive Dean to submit a minor dissertation or dissertation for final summative assessment does not guarantee a successful outcome of the assessment procedure.
- 14.7.7 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.

- 14.7.8 The minor dissertation or dissertation is assessed in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific criteria as determined by the Faculty Board and approved by Senate.
- 14.7.9 The recommendations of assessors are considered by the relevant faculty postgraduate assessment committee and a result is recommended to the Faculty Board for approval and ultimately to Senate for noting in accordance with the University's Higher Degrees and Postgraduate Studies Policy.
- 14.7.10 The final assessment outcome for a minor dissertation or dissertation is determined by the Faculty Higher Degrees Committee.
- 14.7.11 The following results may be recommended by the individual assessors for a minor dissertation or dissertation:

<p>Approval of the (minor) dissertation with no corrections to be made, awarding a:</p> <ol style="list-style-type: none"> 1. distinction mark of 75% or above. 2. pass mark between 50% and 74%.
<p>Provisional approval of the (minor) dissertation or dissertation with minor corrections to be done to the satisfaction of the supervisor, awarding a</p> <ol style="list-style-type: none"> 1. distinction mark of 75% or above. 2. pass mark between 50% and 74%.
<p>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.</p>
<p>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.</p>

- 14.7.12 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 and Postgraduate Studies Policy.
- 14.7.13 A research master's degree can be conferred only after the successful completion of every requirement of each component of the respective degree programme, including the submission and favourable evaluation of a research-based dissertation and the submission of a publishable research article.
- A coursework master's degree can be conferred only after the successful completion of every requirement of each component of the respective degree programme, including the submission and favourable evaluation of a research-based minor dissertation, the obtaining of a pass mark for each of the prescribed coursework modules and the submission of a publishable research article. Faculty regulations may stipulate conditions under which students may be exempted from the requirement for the submission of an article. These conditions are approved by the relevant Faculty Board and Senate.
- 14.7.14 A student is not deemed to have completed the requirements for conferment of the degree if the specified number of final corrected copies of the minor

dissertation or dissertation, as well as the electronic version have 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.

14.8 Resolving conflicting results recommended by the assessors

The FHDC may invoke one or more of the following procedures to resolve an impasse in the results of a master's study (in accordance with the Senate Higher Degrees and Postgraduate Studies Policy):

- (a) request additional information from the assessors and/or supervisors;
- (b) appoint an additional assessor to assess the minor dissertation or dissertation in the hope that the resulting report will resolve the impasse;
- (c) invite an external expert to advise the FHDC;
- (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;

14.9 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.

14.10 Dissemination and publication of the minor dissertation and dissertation

- 14.10.1 The specified number of final copies of the minor dissertation or dissertation must be submitted in electronic and bound format, in accordance with the University's Higher Degrees and Postgraduate Studies Policy, to the relevant faculty administration officer.
- 14.10.2 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 registration form of the University to the formal cession of any applicable rights to the University.
- 14.10.3 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 the manuscript of at least one research article meeting the requirements for publication in a relevant accredited research and/or academic journal for that specific field, by the time the faculty-specific research assessment committee meets to consider the assessors' reports.
- 14.10.4 Co-authorship between students and supervisors of an article based on master's research publication is in accordance with the Policy on Authorship.
- 14.10.5 Students are not deemed to have completed the requirements for graduation until the corrected manuscript of the research article has been submitted to, and accepted by the supervisors.
- 14.10.6 The preparation of the manuscript of the research article is undertaken by students and supervisors in close collaboration, and supervisors are responsible for assisting students.

- 1410.7 If a minor dissertation or dissertation or an adaptation of it or any resulting article is published, it must be stated that it is based on research done at the University of Johannesburg for a particular study.
- 14.10.8 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.
- 14.10.9 If students do not publish their work, the supervisors may take the initiative to publish it in accordance with the Policy on Authorship.
- 14.10.10 The Senate Higher Degrees Committee may, on the recommendation of the relevant Executive Dean or the Executive Director: Research and Innovation and/or Faculty Higher Degrees Committee (or an applicant duly mandated in this regard), grant a confidentiality classification of two years to the completed minor dissertation or dissertation, as stipulated in the University's Policy on Intellectual Property, resulting in a delay in the public display of the minor dissertation or dissertation.

14.11 Dispute resolution

- 14.11.1 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.
- 14.11.2 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.

14.12 Intellectual property

- 14.12.1 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.
- 14.12.2 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.
- 14.12.3 Where disclosures have been made about intellectual property emerging from a master's research project, the Executive Director: Research and Innovation, or an applicant duly mandated in this regard, must certify that any intellectual property matters attendant to the project have been dealt with in terms of relevant university policy as a condition of graduation.

15. ACADEMIC REGULATIONS APPLICABLE TO DOCTORAL DEGREES

15.1 Doctoral programme

Faculty-specific rules and regulations related to doctoral programmes in addition to Academic Regulation 15 are determined by the relevant Faculty Board, considered by the Senate Higher Degrees Committee, approved by Senate and contained in the relevant faculty rules and regulations.

15.2 Admission

- 15.2.1 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.

- 15.2.2 The extent to which applicants meet admission requirements is assessed by the relevant Head of Department, in consultation with the prospective supervisors, in accordance with the admission requirements for the particular doctoral programme determined by the Faculty Board, approved by Senate and contained in the relevant faculty rules and regulations. The Head of Department, in consultation with the relevant Executive Dean, may set additional admission requirements, as approved by the relevant faculty higher degrees committee, for a particular student.
- 15.2.3 In the case of interdisciplinary doctoral programmes (DPhil), additional admission requirements may be set by the two or more relevant interdisciplinary fields, departments or faculties, approved by Senate and contained in the relevant faculty rules and regulations.
- 15.2.4 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.
- 15.2.5 The University reserves the right not to admit applicants to a particular doctoral programme in accordance with the programme-specific selection criteria and other relevant criteria. Compliance with minimum admission requirements does not constitute automatic right of admission to the programme.
- 15.2.6 Applicants who have applied for admission and have been refused may request written reasons for such refusal from the relevant Head of Department or Executive Dean.

15.3 Registration

- 15.3.1 Applicants register for the relevant doctoral programme in accordance with the faculty-specific procedure and in terms of the requirements of the Higher Degrees and Postgraduate Studies Policy.
- 15.3.2 A student registers for a doctoral programme as follows:
- (a) First-year registration for the degree: up to and including the second Friday in March in which case the residency commences in the first semester.
 - (b) Registration may also take place during the second semester up to and including the third Friday in July in which case the residency commences in the second semester.
 - (c) Renewal of registration takes place during the first semester of the academic year.
 - (d) Failure to submit the research proposal within the specified time frame may result in cancellation of registration.
 - (e) The Executive Dean may grant a student permission to put his/her study in abeyance for legitimate reasons, as reflected in the Higher "Degrees and Postgraduate Policy.
- 15.3.3 Students register for the doctoral programme full time or part time in accordance with the specific requirements of the programme as contained in

the relevant faculty rules and regulations, as approved by Senate, and with due regard to the approval of the DHET, as accredited by the CHE (HEQC) and registered by SAQA

- 15.3.4 The minimum duration of a doctoral programme is two academic years (part time or full time). Residency less than the prescribed minimum period is not granted.
- 15.3.5 The maximum period of registration for a doctoral programme is four years. Renewal of further registration may be granted by the relevant Executive Dean.
- 15.3.6 The approval of students' research proposals, supervisors, study fields and provisional or final titles of theses is in accordance with the University's Higher Degrees and Postgraduate Studies Policy and faculty-specific regulations determined by the relevant Faculty Board, approved by Senate as recommended by the Senate Higher Degrees Committee.
- 15.3.7 Any amendment to the title of a thesis is in accordance with faculty-specific requirements, and such amendment is considered by the relevant Faculty Board or faculty committee with delegated authority, and approved by the Senate Higher Degrees Committee. A change in project title at any stage does not constitute valid grounds for the extension of registration or residency/formal duration of study.
- 15.3.8 Scholarship development at doctoral level may consist of at least the following formative and integrated assessment opportunities, as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations:
- (a) 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.
- 15.3.9 The renewal of students' registration for a doctoral programme is subject to their satisfactory progress in accordance with the University's Higher Degrees and Postgraduate Studies Policy, faculty-specific requirements and, where applicable, professional regulatory requirements.
- 15.3.10 In the event of students' progress being unsatisfactory, the relevant Faculty Board recommends to the Senate Higher Degrees Committee that their registration for the doctoral programme be terminated. The decision of the Senate Higher Degrees Committee is final.

15.4 Ethical considerations

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

15.5 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.

15.6 Assessment

- 15.6.1 A doctoral study is assessed on the basis of a doctoral thesis only. The Faculty Rules and Regulations may, however, determine that an oral defence may form part of the academic requirements for the qualification. The submission of a manuscript, ready for publication as an accredited research output, based on the thesis, is a prerequisite for the conferment of the degree.
- 15.6.2 If an assessor who is not an employee of a higher education institution is proposed, the Department must motivate such a proposal to the SHDC for approval.
- 15.6.3 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.
- 15.6.4 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.
- 15.6.5 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. If a dispute should arise about the readiness of the thesis for final summative assessment, the Executive Dean of the faculty makes a final decision in accordance with the Higher Degrees and Postgraduate Studies Policy. The permission of the supervisors or the Executive Dean to submit a thesis for final summative assessment does not guarantee a successful outcome of the assessment procedure
- 15.6.6 The assessment of the thesis is in accordance with the University's Higher Degrees and Postgraduate Studies Policy and the faculty-specific criteria as determined by the Faculty Board and approved by Senate.
- 15.6.7 The following results may be recommended by the individual assessors for a doctoral thesis:

Approval of the thesis. (This recommendation may be with or without minor corrections to be made to the satisfaction of the supervisor.)
--

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.
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Rejection of the thesis in which case no reassessment is recommended or considered.

15.6.8 Students are not deemed to have completed the requirements for conferment of the degree if the specified number of final corrected copies of the thesis, as well as the electronic copy have not been submitted to the relevant faculty administration officer prior to the graduation ceremony and closure of the graduation list for the forthcoming graduation ceremony in accordance with the UJ Statute and the University's Higher Degrees and Postgraduate Policy.

15.7 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.

15.8 Dissemination and publication of the thesis

15.8.1 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.

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

15.8.3 In addition to the final submission of the thesis, and except where faculty regulations exempt them or set a higher number, doctoral students are required to submit to their supervisors at least one manuscript based on the thesis in a format acceptable for the article to be published as an accredited (subsidised) research output. Faculty regulations may stipulate additional evidence (e.g. proof of acceptance of the manuscript for publication). Such additional evidence is approved by the relevant Faculty Board and Senate.

15.8.4 Co-authorship between students and supervisors of an article based on a doctoral research publication is in accordance with the Policy on Co-authorship as contained in the University's Code for Academic Ethics.

15.8.5 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.

15.8.6 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.

15.8.7 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 the University of Johannesburg for a particular study.

15.8.8 If students do not publish their work, supervisors may take the initiative to publish it in accordance with the Policy on Co-authorship as contained in the University's Code for Academic Ethics.

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

15.9 Dispute resolution

15.9.1 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.

15.9.2 If a dispute remains 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.

15.10 Appeals procedure

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

- (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;
- or**
- (d) identify an independent arbiter to consider the individual assessor's reports and present a decision to the faculty-specific assessment committee;
 - (e) The SHDC finalises the assessment results of doctoral studies.

15.11 Intellectual property

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

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

15.11.3 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.

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

16.1 Application and approval

- 16.1.1 The process to offer continuing education whole and short learning programmes is an institutional matter, however whole programmes requires external approval.
- 16.1.2 The University may only offer a continuing education programme that is at least on NQF level 5.
- 16.1.3 These continuing education programmes are offered in accordance with market needs.
- 16.1.4 All continuing education programmes are offered by the relevant faculty and are subject to adequate:
- (a) academic capacity within the academic department;
 - (b) academic quality control by the respective academic department and Faculty Board;
 - (c) lecturing venue capacity at the campus where the proposed academic programme is offered;
 - (d) approval by the Faculty Board on recommendation by the Programme Working Group, via Senex for Senate approval.
- 16.1.5 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 the 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.
- 16.1.6 A continuing education whole programme may only be offered in exceptional cases as approved by Senate subject to external approval.

16.2 Accountability

- 16.2.1 The Head of Faculty Administration is accountable for the academic administration of all continuing education programmes offered by the faculty.
- 16.2.2 The Executive Dean is accountable for the quality of the academic offering and academic administration of all continuing education programmes.

16.3 Admission

- 16.3.1 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.
- 16.3.2 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 determined by the relevant Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

16.4 Registration

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

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

16.5 Assessment

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

16.6 Certification

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

16.6.2 Certification for credit-bearing short learning programmes indicates the credits obtained for the successful completion of the programme.

16.6.3 Certification for attendance-based short learning programmes certifies attendance of the short learning programme.

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

16.6.5 Continuing Education qualifications with a credit value of 240 NQF credits or more are conferred at the University's graduation ceremonies.

16.7 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.

