

Please note that the University officially changed the English name "Calendar" to "Yearbook" in August 2023. The new name immediately came into effect in documents and communication of the University and will also be used in all Yearbook parts from the 2024 Yearbook onwards.

## Accuracy, liability and changes

- The University reserves the right to amend the Yearbook parts at any time.
- The Council and Senate of the University accept no liability for any inaccuracies there may be in the Yearbook parts.
- Every reasonable care has been taken, however, to ensure that the relevant information to hand as at the time of publication is given fully and accurately in the Yearbook parts.

## Where do I find the Yearbook parts?

- The electronic versions of the Yearbook parts can be obtained at [www.sun.ac.za/Yearbook](http://www.sun.ac.za/Yearbook).
- Part 1 to 12 are available in both English and Afrikaans. Military Science (Part 13) is only available in English.

## The division of the Yearbook

- The Yearbook is divided into 13 parts.
- Part 1, 2 and 3 of the Yearbook contains general information applicable to all students. You are urged to take note especially of the content of the provisions in Part 1 of the Yearbook applicable to you.
- Part 4 to 13 of the Yearbook are the faculty Yearbook parts.

Part	Yearbook
Part 1	General
Part 2	Bursaries and Loans
Part 3	Student Fees
Part 4	Arts and Social Sciences
Part 5	Science
Part 6	Education
Part 7	AgriSciences
Part 8	Law
Part 9	Theology
Part 10	Economic and Management Sciences
Part 11	Engineering
Part 12	Medicine and Health Sciences
Part 13	Military Science

Policies and related information can be found at the following links:

Residence placement: Management guidelines for the application of the placement policy for the 2023 student intake	<a href="http://www.sun.ac.za/english/maties/Documents/Management%20guidelines%20for%20implementation%20of%20placement%20policy.pdf">www.sun.ac.za/english/maties/Documents/Management%20guidelines%20for%20implementation%20of%20placement%20policy.pdf</a>
Parking and the registration of vehicles	<a href="https://www0.sun.ac.za/sustainability/pages/services/transport/parking/terms-and-conditions.php">https://www0.sun.ac.za/sustainability/pages/services/transport/parking/terms-and-conditions.php</a>
Copyright of the SU campus	<a href="https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/copyright.html">https://www.innovus.co.za/investing-with-innovus/intellectual-property-2/copyright.html</a>

A list of other key student policies and regulations, found at [www.sun.ac.za/sunrecords](http://www.sun.ac.za/sunrecords), is outlined below. Please note this is not an exhaustive list but rather indicative.

- Admissions Policy
- Assessment Policy and Practices at SU
- Audit Trail Logging and Monitoring
- Bursaries and Loans with Discriminatory Criteria
- Commercial Exploitation of Intellectual Property
- Conflict of Interest
- Disability Access Policy
- Disciplinary Code for Students of Stellenbosch University
- Electronic Communication Policy
- Electronic Identity Validation Regulation
- HIV/AIDS Policy for Students and Staff
- Identity and Access Management Policy
- Information Security Regulations
- Interim Access Regulation
- Internal and External Moderation and the Processing of Results
- Internet Access
- IT Enduser and Media Regulation
- Joint and Double Degrees at Master's and Doctoral Level with Foreign Universities
- Language Policy
- Management of Support to Ensure the Academic Success of Top Student-Athletes
- Naming of Buildings, Venues, Facilities and Other Premises
- Password Regulations
- Placement in Student Housing and Allocation to Commuter Student Communities
- Policy on Plagiarism in Support of Academic Integrity
- Postdoctoral Research Fellows at Stellenbosch University
- Presentation of Short Courses at Stellenbosch University
- Prevention of Nepotism
- Private Telephone Calls and Internet Usage
- Promotion of Weapon-Free Campuses
- Quality Assurance and Enhancement at Stellenbosch University
- Recognising Co-Curricular Achievements
- Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)
- Records Management Policy
- Renting of Sports Facilities to Outside Groups
- Risk Management Policy
- Statute of Stellenbosch University, 2019
- Student Feedback on Modules, Lectures and Programmes
- Super User Policy
- Teaching and Learning Material
- Teaching and Learning Policy
- Unfair Discrimination and Harassment
- Use and Licensing of Stellenbosch University Trademarks

# Table of Contents

<b>General information .....</b>	<b>1</b>
1. Language at the University.....	1
2. Inclusivity .....	1
3. Ombud.....	1
4. Communication with the University .....	1
5. Useful telephone numbers .....	3
6. Chancellor's medallists.....	4
7. Some standard abbreviations explained.....	5
<b>Degrees, diplomas and certificates .....</b>	<b>6</b>
Faculty of Arts and Social Sciences .....	6
Faculty of Science.....	7
Faculty of Education.....	7
Faculty of AgriSciences .....	7
Faculty of Law .....	8
Faculty of Theology .....	8
Faculty of Economic and Management Sciences .....	9
Faculty of Engineering.....	10
Faculty of Medicine and Health Sciences.....	10
Faculty of Military Science .....	11
<b>Admission and registration.....</b>	<b>12</b>
1. Admissions Policy .....	12
2. Undergraduate admission requirements.....	12
2.1 For the National Senior Certificate (NSC) as of 2009.....	12
2.2 For the Senior Certificate up until 2008.....	13
3. Academic support programmes .....	13
3.1 Extended curriculum programmes (ECPs).....	14
4. Application, admission and registration as a student.....	14
4.1 Application and admission as student.....	14
4.2 Registration as a student .....	16
4.3 Commencement of the academic year.....	18
4.4 Change of personal and contact details .....	18
5. Restrictions on the registration for modules.....	19
5.1 Registration for examination purposes only.....	19
5.2 Registration for prescribed programme modules.....	19
5.3 Registration for occasional modules .....	19
5.4 Taking more than one year of study concurrently .....	19
6. Admission as an occasional student.....	20
7. Admission of students at the start of the second semester .....	20
7.1 Application, selection and admission.....	20
7.2 Registration .....	20
7.3 Undergraduate degree students, occasional students, certificate students and diploma students.....	20
7.4 Honours students.....	20

7.5 Master's students.....	21
7.6 Doctoral students.....	21
<b>8. Concurrent registration at different universities.....</b>	<b>21</b>
<b>9. Concurrent registration for more than one programme.....</b>	<b>22</b>
<b>10. Readmission after unsuccessful studies.....</b>	<b>22</b>
10.1 Undergraduate students.....	23
10.2 Interactive telematic students.....	24
10.3 Appeal for readmission.....	24
10.4 Readmission here subsequent to study elsewhere.....	24
<b>11. Academic activities during the day and in the evenings, sport pursuits and test times.....</b>	<b>25</b>
<b>12. Absence from classes and/or tests.....</b>	<b>25</b>
<b>13. Unsatisfactory work by students.....</b>	<b>26</b>
<b>14. Issuing of documents.....</b>	<b>27</b>
<b>15. Students' information and addresses to employer organisations.....</b>	<b>27</b>
<b>16. Furnishing of reports on academic progress.....</b>	<b>27</b>
<b>17. Commuter Students' Communities (CSC).....</b>	<b>27</b>
<b>18. Presentation/Changing of programmes.....</b>	<b>27</b>
<b>19. Conferment of degrees, diplomas and certificates.....</b>	<b>27</b>
<b>20. Discontinuation of studies.....</b>	<b>28</b>
<b>21. Deregistration of modules after early assessment.....</b>	<b>28</b>
<b>22. Confidentiality of students' personal information.....</b>	<b>28</b>
<b>Assessments and promotions.....</b>	<b>29</b>
<b>1. General provisions.....</b>	<b>29</b>
1.1 Overall requirements.....	29
1.2 Scope of application and applicable assessment rules.....	29
<b>2. Subject and module types.....</b>	<b>29</b>
2.1 Subject.....	29
2.2 Module.....	29
2.3 Degree, certificate or diploma programme.....	29
2.4 Semester module.....	30
2.5 Year module.....	30
2.6 Extended module.....	30
2.7 Duly completed module.....	30
2.8 Prerequisite pass module.....	30
2.9 Prerequisite module.....	30
2.10 Corequisite module.....	30
2.11 Module in arrears.....	30
2.12 Occasional module.....	30
<b>3. Mark types and passing a module.....</b>	<b>31</b>
3.1 Final mark, passing a module and passing a module with distinction.....	31
3.2 A1, AF, A2, A3, A4 and DCA marks and MTD and MYM.....	31
3.3 Progress mark.....	32
3.4 Class mark and examination mark.....	32
<b>4. Assessment periods.....</b>	<b>33</b>
4.1 A1 period.....	33
4.2 AF period.....	33
4.3 A2, A3, June and November period.....	33

4.4 A4 period .....	34
4.5 Other assessment period .....	34
<b>5. Faculty and centre assessment rules.....</b>	<b>35</b>
5.1 General provisions.....	35
5.2 Procedure for approval.....	35
<b>6. Generally applicable assessment rules .....</b>	<b>36</b>
6.1 Timetable-related assessment provisions.....	36
6.2 Admission to assessments.....	37
6.3 Allocation of final marks.....	38
6.4 Recording of results.....	38
6.5 Discussing marked answer scripts with staff.....	40
6.6 Rules for student conduct at assessments .....	41
6.6.1 Rules for student conduct during invigilated assessments.....	41
6.7 Accommodation of religious considerations.....	42
6.8 Accommodation of special needs during main assessments.....	42
6.9 Moderation.....	43
6.10 Appointment of assessors and moderators .....	43
6.11 Assessments to confirm a distinction.....	43
<b>7. Dean's concession assessments .....</b>	<b>43</b>
7.1 Faculty rules.....	43
7.2 Admission.....	43
7.3 Application procedure .....	44
7.4 Determining a final mark after a dean's concession assessment.....	44
<b>8. Recalculation of final marks and re-evaluation of A2, A2S2 and A3 assessment scripts .....</b>	<b>44</b>
8.1 Application procedures.....	44
8.2 Procedure for recalculation of a final mark .....	44
8.3 Procedure for re-evaluation.....	45
8.4 Dispute resolution.....	45
8.5 Condonation of final mark .....	46
<b>9. Repeating a module.....</b>	<b>46</b>
<b>10. Promotion.....</b>	<b>46</b>
10.1 Obtaining a degree, certificate or diploma.....	46
10.2 Recognition of other universities' credits.....	46
10.3 Obtaining a degree, certificate or diploma with distinction .....	46
<b>Postgraduate qualifications.....</b>	<b>48</b>
<b>1. Changing from one subject/field of study to another .....</b>	<b>48</b>
<b>2. The degree of bachelor honours and the postgraduate diploma .....</b>	<b>49</b>
2.1 Statutory requirements.....	49
2.2 Admission.....	49
2.3 Further requirements .....	49
<b>3. The degree of Bachelor of Education Honours (BEdHons) .....</b>	<b>49</b>
3.1 Statutory requirements.....	49
3.2 Further requirements .....	49
<b>4. The degree of Bachelor of Laws (LLB).....</b>	<b>50</b>
4.1 Statutory requirements.....	50
4.2 Admission.....	50
4.3 Further requirements .....	50
<b>5. The degree of Master .....</b>	<b>50</b>

5.1 Statutory requirements.....	50
5.2 Admission.....	50
5.3 Annual reporting.....	51
5.4 General provisions for Master's research assignments and Master's theses .....	51
5.5 Supervisor/co-supervisor(s), examiners and moderators.....	52
5.6 Examination (excluding MMed).....	53
5.7 Provisions as to the format, final submission, duplication and binding of master's theses (excluding MMed).....	54
5.8 Fees payable.....	57
5.9 Procedure for sensitive master's research assignments and theses .....	57
5.10 Publication of master's research assignments and master's theses.....	57
<b>6. The doctorate (= the degree of Doctor).....</b>	<b>58</b>
6.1 Basic faculty-specific provisions.....	58
6.2 Admission.....	60
6.3 Attendance (residence).....	61
6.4 Annual reporting.....	61
6.5 Supervisor/co-supervisor(s).....	61
6.7 Examination process.....	62
6.8 Cases of dispute.....	63
6.9 Dissertation requirements.....	64
6.10 Provisions as to the format, final submission, duplication and binding of Doctoral dissertations.....	67
6.11 Fees payable.....	70
6.12 Publication of dissertations.....	70
6.13 Embargo of dissertations and theses.....	71
<b>7. Code of conduct guiding the relationship between supervisor and student</b>	<b>72</b>
<b>8. Continuation of registration for postgraduate programmes.....</b>	<b>73</b>
<b>9. Maximum Periods of Registration: Diploma and Honours Programmes.....</b>	<b>74</b>
<b>10. Interruption of master's and doctoral studies.....</b>	<b>74</b>
10.1 Acceptable reasons for interruption of studies.....	74
10.2 Procedure for applications for consent to an interruption of studies.....	74

# General information

## 1. Language at the University

The official Language Policy and Language Plan of Stellenbosch University were approved by the Council of the University. The full version is available at <http://sun.ac.za/language>.

## 2. Inclusivity

Stellenbosch University admits students of any race, gender, nationality, religious conviction or ethnic origin to all rights, privileges, programmes and activities generally accorded or made available to students of the University. The University does not unfairly discriminate on the basis of race, gender, nationality, religious conviction or ethnic origin in the implementation of its educational policies, its bursary and loan programmes, or its sports programmes.

## 3. Ombud

Stellenbosch University makes use of an ombud who acts completely independently and is also not on the staff establishment of the University. In this way, the University has created a channel through which appropriate attention can be paid to all problems and complaints raised by its students, the parents of its students or its staff and

- that cannot be dealt with satisfactorily along the normal channels by the existing University structures, or
- for which these structures are inadequate, for whatever reason, as appears from sufficient motivation presented by the complainant or complainants.

The discretion regarding whether or not to deal with such a complaint or problem, as well as the discretion regarding the manner of dealing with it, lies exclusively with the ombud, provided –

1. that the ombud shall not disclose the identity of any complainants without their permission, unless the further process of dealing with the complaint or problem by the University structures requires disclosure;
2. that, first of all, the ombud will refer a complainant to the existing University structures if, in the opinion of the ombud, the particular channel through which complaints are processed was not utilised adequately;
3. that, in all respects, the ombud may independently obtain further information in relation to the complaint and/or problem, and that, with the permission of the Rector, the ombud may use the University's infrastructure to acquire such information;
4. that student complaints regarding purely academic matters shall not normally be dealt with by the ombud;
5. that the ombud shall give no final ruling, but report the findings at their exclusive discretion as a recommendation to the Rector; and
6. that under no circumstances may the ombud deal with a complaint or problem that already is the subject of a lawsuit.

## 4. Communication with the University

### Prospective students

- The University allocates an application number to you (for example APP/1234567) when you apply to study at the University.
- The application number is a unique number to identify you and to simplify future communication with the University regarding all your programme applications in a given year.
- Use your application number every time you communicate with the University.

### Current or former Stellenbosch University students

- The University allocates a student number to you when you are admitted to a programme and register at the University.
- The student number is a unique number to identify you and to simplify future communication with the University.
- Use your student number every time you communicate with the University.

## General enquiries

### Client Services Centre:

Telephone: +27 21 808 9111

E-mail: info@sun.ac.za

Private Bag X1  
Matieland, 7602  
South Africa

### Addresses at the Central Administration

Correspondence on academic matters, i.e. applications, programme admission, residence placement and study-related matters, should be directed to:

The Registrar  
Stellenbosch University  
Private Bag X1  
MATIELAND  
7602

Correspondence on bursaries, loans and student fees should be directed to:

The Deputy Director: Student Fees  
Stellenbosch University  
Private Bag X1  
MATIELAND  
7602

Correspondence on matters relating to finance and services, including services at University residences, should be directed to:

The Chief Operating Officer  
Stellenbosch University  
Private Bag X1  
MATIELAND  
7602

### Other official addresses

Division for Student Affairs (Non-academic matters)	Neelsie Private Bag X1 Matieland 7602
Faculty of Medicine and Health Sciences	PO Box 241 Cape Town 8000
Faculty of Military Science	Military Academy Private Bag X2 Saldanha 7395
Stellenbosch Business School	Bellville Park Campus PO Box 610 Bellville 7535
Division for Teaching and Learning Enhancement	Private Bag X1 Matieland 7602
School of Public Leadership	Bellville Park Campus PO Box 610 Bellville 7535



## 5. Useful telephone numbers

For divisions or sections not listed below, please contact the Stellenbosch University Contact and Client Services Centre on the Stellenbosch Campus at 021 808 9111, and e-mail [info@sun.ac.za](mailto:info@sun.ac.za).

Major entities by campus	Telephone
Stellenbosch Business School (Bellville Park)	021 918 4111
Medicine and Health Sciences, Faculty of (Tygerberg)	021 938 9111
Stellenbosch University Library (Stellenbosch)	021 808 4883
Military Science, Faculty of (Saldanha)	022 702 3999
School of Public Leadership (Bellville Park)	021 918 4122
Telematic Services (Stellenbosch)	021 808 3563

Other units	Telephone
Assessments, Academic Records and Graduations Office (Stellenbosch)	021 808 9111
Bursaries (Postgraduate candidates)	021 808 4208
Bursaries and Loans (Undergraduate candidates)	021 808 9111
Centre for Student Life and Learning	021 808 2848
Centre for Student Counselling and Development	021 808 4707
Centre for Teaching and Learning	021 808 3751
Corporate Communication and Marketing	021 808 4977
Development and Alumni Relations	021 808 4020
Maties Sport	021 808 4642
Postgraduate Office	021 808 9436
Postgraduate Student Funding	021 808 4208
Research Development	021 808 4914
Stellenbosch University International	021 808 2565

Faculty administrators	Telephone
AgriSciences	021 808 9111
Arts and Social Sciences	021 808 9111
Economic and Management Sciences	021 808 9111
Education	021 808 9111
Engineering	021 808 9111
Medicine and Health Sciences: Academic Administration, Stellenbosch Campus	021 808 9111
Medicine and Health Sciences: Tygerberg Campus	021 938 9204
Law	021 808 9111
Military Science	021 808 9111
Science	021 808 9111
Theology	021 808 9111

## 6. Chancellor's Medallists

The Chancellor's Medal is annually awarded to the year's most deserving student to obtain a degree or postgraduate diploma at Stellenbosch University. Since 1961, the following students have received Chancellor's Medals:

Year	Winner	Degree/Diploma
1961	GFC de Bruyn	BSc (Mathematics/Physics)
1962	AB du Toit	MA (Philosophy)
1963	ML Uys	BScHons (Mathematics)
1964	RP Botha	MA (Afrikaans and Dutch)
1965	JH Gouws	BSc, BEng
1966	GE Burger	MSc (Mathematics)
1967	JD Buys	MSc (Mathematics)
1968	RJ van Reenen	MSc (Physics)
1969	WT Claassen	MA (Semitic Languages)
1970	JM de Villiers	MA (Philosophy)
1971	JM Kirsten	MSc (Mathematics)
1972	JJ Conradie	BScHons (Applied Mathematics)
1973	ML Marais	BSc (Applied Maths/Computer Science)
1974	M Sinclair	MSc (Applied Mathematics)
1975	JT Schoombee	LLB
1976	DJ Smit	BTh
1977	JB Neethling	BEngHons
1978	M van Niekerk	MA (Philosophy)
1979	SJ Steel	MSc (Mathematical Statistics)
1980	AA van Niekerk	MA (Philosophy)
1981	BJ van Heerden	LLB
1982	PJ Naudé	MA (Philosophy)
1983	WJS de Villiers	MBChB
1984	AE van Niekerk	HED
1985	RB van Zyl	BScHons (Chemistry)
1986	AF Conradie	MEng (Industrial)
1987	WD Rencken	BEng (Electronic)
1988	P Meyer	MEng (Electronic)
1989	WF Verwoerd	MA (Philosophy)
1990	SF du Toit	BTh
1991	DJ Odendaal	LLB
1992	TJ van der Walt	PhD (Metallurgical Engineering)
1993	JM Rohwer	MSc (Biochemistry)
1994	JM Swart	BScAgric (Plant Breeding/Agronomy-Pastures)
1995	J Malan	LLB
1996	MT Biberauer	MA (General Linguistics)
1997	CM Steinmann	BScHons (Physics)
1998	JC Badenhorst	MBChB
1999	FE Kritzinger	MBChB
2000	G Quinot	LLB
2001	CAW Vale	PhD (Electronic Engineering)
2002	W de Vos de Wet	BScHons (Computer Science)
2003	M Schoeman	BEng (Electrical and Electronic Engineering with Computer Science), MScEng (Electronic Engineering with Computer Science)
2004	GP du Rand	BComHons (Economics)

Year	Winner	Degree/Diploma
2005	DJ Conradie	BComHons (Actuarial Science)
2006	C Barnardo	PhD (Civil Engineering)
2007	DIL de Villiers	PhD (Electronic Engineering)
2008	S Reid	BComHons (Actuarial Science)
2009	E Kruger	MMus (Solo Singing/Solo Performance)
2010	L Auret	PhD (Metallurgical Engineering)
2011	N Marias	MTh (Systematic Theology) and MDiv (Church Ministry)
2012	MK North	BScAgric
2013	J Bovijn	MBChB
2014	T Weighill	MSc (Mathematics)
2015	JCB Kotze	MBChB
2016	RM Swanepoel	BEng (Chemical Eng)
2017	J Kazmaier	BEng (Industrial Eng)
2018	XD Hunt	PhD (Psychology)
2019	JK van Heerden	MBChB
2020	MB Baas	BEng (Electrical and Electronic Engineering)
2021	B Moorcroft	BComHons (Actuarial Science)
2022	J Durand	BComHons (Mathematical Statistics)
2023	H Uys	BAHons (Philosophy)

## 7. Some standard abbreviations explained

Each of the following abbreviations is used throughout the University to denote the stated combination of (i) type of instruction and (ii) length of time:

- L lecture of 50 minutes;
- P practical period of 50 minutes
- 3P a practical of maximally 170 minutes [this maximum is made up of 3 x 50 minutes, plus the two intervals of 10 minutes each];
- S seminar of 50 minutes;
- T tutorial of 50 minutes;
- 2T tutorial of maximally 110 minutes [this maximum is made up of 2 x 50 minutes, plus the interval of 10 minutes].

# Degrees, diplomas and certificates

The various faculties offer the degrees, diplomas and certificates listed below:

Name	Abbreviation	Minimum duration in years
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## Faculty of Arts and Social Sciences

### Degrees

Bachelor of Arts	BA	3
Bachelor of Arts in Visual Arts	BA (VA)	4
Bachelor of Data Science	BDatSci	4
Bachelor of Social Work	B Social Work	4
Bachelor of Music	BMus	4
Bachelor of Arts Honours	BAHons	1
Bachelor of Informatics Honours (Information System Management)*	BInfHons	1
Bachelor of Arts in Visual Arts Honours	BAHons (VA)	1
Bachelor of Music Honours	BMusHons	1
Master of Philosophy	MPhil	1
Master of Arts	MA	1
Master of Arts in Visual Arts	MA (VA)	1
Master of Social Work	M Social Work	1
Master of Music	MMus	1
Master of Urban and Regional Planning	MURP	1
Doctor of Philosophy	PhD	2
Doctor of Literature	DLitt	1
Doctor of Philosophy	DPhil	1

### Certificates and Diplomas

Higher Certificate in Music	Higher CertMus	1
Higher Certificate in Audio Technology	Higher Cert Audio Technology	1
Diploma in Practical Music	DipPracMus	3
Advanced Diploma in Practical Music	AdvDipPracMus	1
Postgraduate Diploma in Intercultural Communication	PGDip (IntercultComm)	1
Postgraduate Diploma in Knowledge and Information Systems Management	PGDip (Knowl and InfoSys)	1
Postgraduate Diploma in Monitoring and Evaluation	PGDip (Mon and Eval)	1
Postgraduate Diploma in Film Music	PGDip (Film Music)	1
Postgraduate Diploma in Music Technology	PGDip (MusTech)	1
Postgraduate Diploma in Public Mental Health	PGDip (Publ Mental Health)	1
Postgraduate Diploma in Disaster Risk Study and Development	PGDip (Dis Risk Study and Dev)	1
Postgraduate Diploma in Social Science Methods	PGDip (SocScMeth)	1
Postgraduate Diploma in Technology for Language Learning	PGDip (Tech for LangLearn)	1
Postgraduate Diploma in Applied Ethics	PGDip (App Ethics)	1
Postgraduate Diploma in Research Management and Administration	PGDip (Research Management and Admin)	1
Postgraduate Diploma in Second-language Study	PGDip (SecLangSt)	1

Name	Abbreviation	Minimum duration in years
Postgraduate Diploma in Transdisciplinary Health and Development Studies	PGDip (Transdis Health and Dev Stud)	1

\*Subject to accreditation by the Higher Education Quality Committee and registration on the National Qualification Framework by the South African Qualification Authority.

Name	Abbreviation	Minimum duration in years
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## Faculty of Science

### Degrees

Bachelor of Science	BSc	3
Bachelor of Data Science	BDatSci	4
Bachelor of Science Honours	BScHons	1
Master of Science	MSc	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1

Name	Abbreviation	Minimum duration in years
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## Faculty of Education

### Degrees

Bachelor of Education in Foundation Phase Education	BEd (Foundation Phase Ed)	4
Bachelor of Education in Intermediate Phase Education	BEd (Intermediate Phase Ed)	4
Bachelor of Education Honours	BEdHons	1
Master of Philosophy	MPhil	1
Master of Education	MEd	1
Master of Education in Educational Psychology	MEdPsych	1
Doctor of Philosophy	PhD	2
Doctor of Education	DEd	2

### Certificates and Diplomas

Postgraduate Certificate in Education in Further Education and Teaching Training	PGCertEd (Further Education and Teaching Training)	1
Advanced Diploma in Education	AdvDipEd	1
Postgraduate Diploma in Higher Education Teaching and Learning	PGDip (Higher Ed Teaching and Learning)	1

Name	Abbreviation	Minimum duration in years
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## Faculty of AgriSciences

### Degrees

Bachelor of Science in Agriculture	BScAgric	4
Bachelor of Science in Forestry and Wood Sciences	BScFor Wood Sc	4
Bachelor of Science in Food Science	BSc Food Sc	4
Bachelor of Science in Conservation Ecology	BScConsEcol	4

Name	Abbreviation	Minimum duration in years
Bachelor of Agriculture	BAgric	3
Bachelor of Agriculture in Agri-business Management	BAgric (Agri-business Management)	3
Bachelor of Data Science	BDatSci	4
Bachelor of Science Honours	BScHons	1
Bachelor of Agriculture Honours in Agri-business Management	BAgricHons (Agri-business Management)	1
Master of Agriculture in Agri-business Management	MAgric (Agri-business Management)	1
Master of Science	MSc	1
Master of Science in Agriculture	MScAgric	1
Master of Science in Forestry and Natural Resource Sciences	MScForNatRes	1
Master of Science in Wood and Wood Products Sciences	MSc Wood and WoodProdSc	1
Master of Science in Conservation Ecology	MScConsEcol	1
Master of Science in Food Science	MSc Food Sc	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1
<b>Diplomas</b>		
Postgraduate Diploma in Agronomy	PGDip (Agronomy)	1
Postgraduate Diploma in Aquaculture	PGDip (Aquacult)	1
Postgraduate Diploma in Forestry and Wood Sciences	PGDip (For and Wood Sc)	1

Name	Abbreviation	Minimum duration in years
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## Faculty of Law

### Degrees

Bachelor of Laws (Undergraduate)	LLB	4
Bachelor of Laws (Postgraduate)	LLB	2 or 3
Master of Laws	LLM	1
Doctor of Laws	LLD	2

### Diplomas

Postgraduate Diploma in Tax Law	PGDip (Tax Law)	1
Postgraduate Diploma in Intellectual Property Law	PGDip (Intellectual Property Law)	1
Postgraduate Diploma in Public Procurement Policy and Regulation	PGDip (Public Procurement Policy and Regulation)	1

Name	Abbreviation	Minimum duration in years
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## Faculty of Theology

### Degrees

Bachelor of Theology	BTh	3
Bachelor of Divinity	BDiv	4
Master of Philosophy	MPhil	1
Master of Divinitatis	MDiv	1

Master of Theology	MTh	1
Doctor of Philosophy	PhD	2

### Diploma

Postgraduate Diploma in Theology	PGDip (Theol)	1
Postgraduate Diploma in Theology in Christian Ministry	PGDip (TheolChristMin)	1
Postgraduate Diploma in Theology in Religion and Culture	PGDip (TheolRelCul)	1

Name	Abbreviation	Minimum duration in years
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## Faculty of Economic and Management Sciences

### Degrees

Bachelor of Accounting	BAcc	3
Bachelor of Accounting and Bachelor of Laws	BAccLLB	5
Bachelor of Commerce	BCom	3
Bachelor of Data Science	BDatSci	4
Bachelor of Accounting Honours	BAccHons	1
Bachelor of Commerce Honours	BComHons	1
Bachelor of Public Administration Honours	BPAHons	1
Master of Accounting	MAcc	1
Master of Business Management and Administration	MBA [Full-time] [Part-time and Modular]	1-2 2-4
Master of Commerce	MCom	1
Master of Philosophy	MPhil	1
Master of Philosophy (HIV/AIDS Management)	MPhil (HIV/AIDS Management)	1
Master of Public Administration	MPA	1
Doctor of Philosophy	PhD	2
Doctor of Commerce	DCom	3

### Certificate and Diplomas

Advanced Diploma in Public Accountability	Adv Dip (Public Accountability)	1
Advanced Diploma in Sustainable Development	Adv Dip (Sustainable Development)	1
Diploma in Sustainable Development	Dip (Sustainable Development)	3
Diploma in Public Accountability	Dip (Public Accountability)	3
Postgraduate Diploma in Accounting	PGDip (Acc)	1
Postgraduate Diploma in Actuarial Science	PGDip (ActSc)	1
Postgraduate Diploma in Business Management and Administration	PGDip (Business Management and Admin)	1
Postgraduate Diploma in Development Finance	PGDip (Dev Finance)	1
Postgraduate Diploma in Environmental Management	PGDip (EnvironMan)	1
Postgraduate Diploma in Financial Planning	PGDip (FinPlan)	1
Postgraduate Diploma in Futures Studies	PGDip (Futures St)	1
Postgraduate Diploma in HIV/Aids Management	PGDip (HIV/Aids Management)	1
Postgraduate Diploma in Leadership Development	PGDip (Leadership Dev)	1
Postgraduate Diploma in Marketing	PGDip (Marketing)	1
Postgraduate Diploma in Public Finance Management	PG Dip (PubFinManagement)	1
Postgraduate Diploma in Project Management	PGDip (ProjMan)	1
Postgraduate Diploma in Strategic Human Resources Management	PGDip (Strategic Human Resources Man)	1
Postgraduate Diploma in Sustainable Development	PGDip (Sustainable Dev)	1

Name	Abbreviation	Minimum duration in years
Postgraduate Diploma in Transport and Logistics	PGDip (Transport and Log)	1

Name	Abbreviation	Minimum duration in years
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## Faculty of Engineering

### Degrees

Bachelor of Engineering	BEng	4
Master of Engineering	MEng	1
Master of Engineering Sciences*	MEngSc	1
Doctor of Philosophy	PhD	2
Doctor of Engineering	DEng	1

### Diplomas

Postgraduate Diploma in Engineering	PGDip (Engineering)	1
Postgraduate Diploma in Engineering Sciences*	PGDip (Eng Sciences)	

\*Subject to accreditation by the Higher Education Quality Committee and registration on the National Qualification Framework by the South African Qualification Authority.

Name	Abbreviation	Minimum duration in years
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## Faculty of Medicine and Health Sciences

### Degrees

Bachelor of Medicine and Bachelor of Surgery	MBChB	6
Bachelor of Occupational Therapy	BOccTher	4
Bachelor of Science in Dietetics	BScDiet	4
Bachelor of Science in Physiotherapy	BScPhysio	4
Bachelor of Speech-Language and Hearing Therapy	BSL and HT	4
Bachelor of Nursing	BNur	4
Bachelor of Science Honours	BScHons	1
Master of Medicine	MMed	4-5
Master of Science	MSc	1
Master of Philosophy	MPhil	1-3
Master of Addiction Care	MAddCare	1
Master of Audiology	MAud	1
Master of Human Rehabilitation Studies	MHumanRehabSt	1
Master of Nursing	MNurs	1
Master of Occupational Therapy	MOccTher	1
Master of Pathology	MPath	1
Master of Physiotherapy	MPhysio	1
Master of Public Health Nutrition	MPublHealthNut	1
Master of Speech-Language Therapy	MSpeech-Language Therapy	1
Master of Therapeutic Nutrition	MTherNutrition	1
Doctor of Philosophy	PhD	2
Doctor of Science	DSc	1

### Diplomas

Postgraduate Diploma in Addiction Care	PGDip (Addiction Care)	1
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Name	Abbreviation	Minimum duration in years
Postgraduate Diploma in Disability and Rehabilitation Studies	PGDip (Disability and Rehabilitation Studies)	1
Postgraduate Diploma in Family Medicine	PGDip (Family Medicine)	1
Postgraduate Diploma in Health Care Management	PGDip (Health Care Management)	2
Postgraduate Diploma in Health Research Ethics	PGDip (Health Research Ethics)	1
Postgraduate Diploma in Infectious Diseases	PGDip (Infectious Diseases)	1
Postgraduate Diploma in Medical Toxicology	PGDip (Medical Toxicology)	1
Postgraduate Diploma in Medicines Development	PGDip (Medicines Development)	1
Postgraduate Diploma in Specialist Nursing/Midwifery		1
Postgraduate Diploma in Occupational Medicine	PGDip (Occupational Medicine)	1
Postgraduate Diploma in Rural Medicine	PGDip (Rural Medicine)	1½

Name	Abbreviation	Minimum duration in years
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## Faculty of Military Science

### Degrees

Bachelor of Military Science	BMil	3
Bachelor of Military Science Honours	BMilHons	1
Master of Philosophy	MPhil	1
Master of Military Science	MMil	1
Doctor of Philosophy	PhD	2
Doctor of Military Science	DMil	1

### Certificate and Diploma

Higher Certificate in Military Studies	Higher Cert (MilSt)	1
Postgraduate Diploma in Defence Studies	PGDip (Defence Studies)	1

# Admission and registration

## 1. Admissions policy

The complete Admissions Policy is available at [www.sun.ac.za/sunrecords](http://www.sun.ac.za/sunrecords) under "Student Administration".

## 2. Undergraduate admission requirements

Before you apply, you must make sure that you:

- meet the most basic academic requirements for a bachelor's degree; and
- meet the minimum requirements and selection criteria for the programme(s) you apply to.

We receive thousands of applications every year, but our space is limited. Even if you meet all the admission requirements, we may be unable to accommodate you.

More details on the minimum requirements and the selection criteria for undergraduate programmes are published on the website for prospective students at [www.maties.com](http://www.maties.com) and in the faculty Yearbook parts.

The following basic admission requirements are applicable to undergraduate degree, diploma and higher certificate programmes:

### 2.1 For the National Senior Certificate (NSC) as of 2009

#### 2.1.1 Degree Programmes

- 2.1.1.1 A National Senior Certificate (NSC) or IEB (Independent Examinations Board) school-leaving certificate as certified by Umalusi, with admission to Bachelor's degree studies, which requires that you pass a South African language of learning and teaching of a higher education (Afrikaans or English) institution with at least 30%, as well as that you obtain a mark of at least 4 (50-59%) in each of four 20-credit school subjects. The highest score in a language of learning and teaching (English or Afrikaans), as well as the best results in five 20-credit subjects (excluding Life Orientation, Advanced Mathematics, Mathematics 3 and any other non-NSC subjects) is taken in account to calculate your aggregate. The total is divided by 6.
- 2.1.1.2 Compliance with the faculty-specific, programme-specific and subject-specific admission requirements of the relevant programme for which you want to register, as set out in the part of the University Yearbook for the faculty concerned and/or in the notice about admission requirements sent with your letter of admission and/or as published on [www.maties.com](http://www.maties.com), as well as the selection guidelines at [www.maties.com](http://www.maties.com). Some programmes might require National Benchmark Test (NBT) results for selection purposes. Visit [www.maties.com](http://www.maties.com) > "Apply" for more information. Discretionary admission by the dean with a view to promoting diversity may also occur;
- or
- 2.1.1.3 A certificate of full or provisional exemption from the Matriculation examination, issued to you by the Matriculation Board if you are from a foreign country or if you are in possession of a foreign school qualifications, as well as compliance with the stipulations of par 2.1.1.2. Visit [www.maties.com](http://www.maties.com) > apply for the minimum requirements for international curriculums (A Levels, AS Levels, IB Diploma and GCSE/IGCSE/O Levels);
- or
- 2.1.1.4 Only applicable to the former Senior Certificate: A certificate of provisional exemption from the Matriculation examination on the grounds of mature age (23 years and older), excluding BA (Law), BCom (Law), LLB and BAccLLB, as well as compliance with the stipulations of par. 2.1.1.2.
- 2.1.1.5 Also see "Important notes" below, on the next page.

#### 2.1.2 Diploma Programmes

- 2.1.2.1 A National Senior Certificate (NSC), as certified by Umalusi, with admission to diploma studies, which requires that you obtain a mark of at least 2 (30%-39%) in a language of teaching and learning of an institution of higher education, as well as a 3 (40%-49%) in each of four NSC school subjects (of which at least one must be Afrikaans or English).
- 2.1.2.2 Compliance with the faculty-specific, programme-specific, and subject-specific admission requirements of the relevant programme for which you want to register, as set out in the part of the University Yearbook for the faculty concerned and/or the letter of admission sent to successful applicants, and/or as published on [www.maties.com](http://www.maties.com), as well as the selection guidelines at [www.maties.com](http://www.maties.com). Discretionary admission by the dean with a view to promoting

diversity may also occur.

2.1.2.3 Also see "Important notes" below, after 2.1.3.3.

### 2.1.3 Higher Certificate Programmes

2.1.3.1 A National Senior Certificate (NSC), as certified by Umalusi, with admission to certificate studies, which requires that you obtain a mark of at least 2 (30%-39%) in either Afrikaans or English.

2.1.3.2 Compliance with the faculty-specific, programme-specific and subject-specific admission requirements of the relevant programme for which you want to register, as set out in the part of the University Yearbook for the faculty concerned and/or the letter of admission sent to successful applicants, and/or as published on [www.maties.com](http://www.maties.com), as well as with the selection guidelines at [www.maties.com](http://www.maties.com). Discretionary admission by the dean with a view to promoting diversity may also occur.

2.1.3.3 Also see "Important notes" below.

#### Important notes:

1. Prospective students who do not have full university admission at the time of registration will not be admitted to register for a degree programme. However, as a prospective student, you are exempted from this restriction if you are a candidate who was prevented by illness from attempting your examinations for Matriculation exemption before February/March or if you are a holder of a certificate of provisional exemption from the Matriculation examination on the grounds of a foreign school qualification or mature age (23 years and older).  
In the case that you are attempting the examinations for Matriculation exemption in February/March, the number of subjects in which you are taking examinations in February/March will determine if you will be admitted to register as a student or not, since taking examinations in too many school subjects may impact negatively on your university work, as well as on your preparation for the examinations in the school subjects.
2. For full particulars concerning the selection requirements of a specific programme, consult [www.maties.com](http://www.maties.com). For the full particulars of the admission requirements for individual programmes, you can consult the appropriate faculty's part of the University Yearbook or [www.maties.com](http://www.maties.com).
3. If you did not come to study at the University immediately after obtaining the NSC and you apply to be considered in a later year for admission, this consideration will be on the basis of the admission requirements applicable to the year of study for which your application for admission is.
4. National Benchmark Test (NBT)
- 4.1 Some programmes require that prospective undergraduate students write the National Benchmark Test (NBT).
- 4.2 Please consult the NBT website ([www.nbt.ac.za](http://www.nbt.ac.za)) and SU's website for prospective students ([www.maties.com](http://www.maties.com)) for more information about the National Benchmark Test.
5. Assessment of international qualifications:
  - 5.1 Stellenbosch University uses the final school results from International Curriculum (Cambridge International, International Baccalaureate, etc.), including School of Tomorrow.
  - 5.2 The minimum requirements for international curricula. (Cambridge A-levels, AS-levels, GCSE/IGCSE/O-levels; IB Diploma; American School and *Abitur*) is published on the website for prospective students on [www.maties.com](http://www.maties.com).

## 2.2 For the Senior Certificate up until 2008

The Senior Certificate (that was obtained by full-time candidates until the end of 2007 and until March 2014 by part-time candidates who were already busy with Grade 12 subjects in 2007) with full matriculation endorsement or an exemption certificate from the Matriculation Board and an average percentage of at least 50% for the Senior Certificate, unless the degree programme concerned required a higher average percentage, as well as compliance with the programme-specific and subject-specific admission requirements for the programme concerned, which applied for registration in the year following the year in which you obtained the Senior Certificate, and also the selection criteria currently in force.

## 3. Academic support programmes

Stellenbosch University has developed excellent academic support programmes that will help lead you to academic success as a student.

### 3.1 Extended curriculum programmes (ECPs)

If you are a prospective student whose schooling has not prepared you adequately for studying at a university and you have the potential for successful studies, you may gain admission to the University by way of extended curriculum programmes (ECPs) and/or make use of other forms of academic support. The ECPs can offer you alternative academic routes to study successfully and are offered in the following faculties: Arts and Social Sciences, Science, AgriSciences, Economic and Management Sciences, and Engineering.

#### 3.1.1 Admission requirements

Admission requirements for the ECPs differ from faculty to faculty. In most cases, prospective students whose marks do not meet all aspects of the minimum subject-specific criteria in certain programmes will be considered for admission to an ECP. As a matriculant, if you fall within this category, it is probable that you will not pass your first academic year at the University without additional academic support. However, if you join ECPs and/or other academic support programmes, you will usually fare considerably better in your first year.

In some cases, students, who do meet the programme-specific admission requirements but who are not admitted to the mainstream programmes after selection, are considered for admission to an ECP.

Please note: Selection for ECPs do not only take your academic achievement into consideration, but also certain socio-economic factors that indicate disadvantage.

As a prospective student, you are still required to have full university admission, except if one of a certain number of faculties provides you with Senate-discretionary permission. Such permission is based on merit and usually requires you to follow the ECP programme, if such programme is available in the faculty.

#### 3.1.2 Structure of extended curriculum programmes

- 3.1.2.1 The structure of the extended curriculum programmes (ECPs) may vary from faculty to faculty. In some programmes an alternative first-year curriculum that consists of foundation modules is prescribed, while the first academic year is spread over two years for other programmes, with a reduced mainstream workload and foundation modules that are added. The degree programme is thus always lengthened by one year.
- 3.1.2.2 Additional or alternative credit-bearing foundation modules – in addition to the mainstream modules – are included in the extended curriculum programmes. These foundation modules, which provide support and preparatory content, will broaden your study base. Further information on the programme content is available in the relevant faculty Yearbook part.

#### 3.1.3 Readmission

For Sliding Scale B in terms of HEMIS credits, which applies to the readmission of students in extended curriculum programmes, see the section under the heading 'Readmission after unsuccessful studies' in par. 9 further on in this chapter.

#### 3.1.4 Suspension

The attendance of extended curriculum programme classes is compulsory, and absence from such classes without a valid excuse may lead to your eventual suspension from the extended curriculum programme. In such an event, you will have to satisfy the sliding scale that applies to mainstream students (see 'Sliding Scale A' in the section under the heading 'Readmission after unsuccessful studies' in par. 10 further on in this chapter).

#### 3.1.5 Registration process

If you possibly qualify for an ECP, you will be notified by the faculty and you will register through the normal registration procedures. During the official Welcoming Programme prior to registration, ECP students will attend information and advice sessions in the different faculties. For more information, the relevant faculty administrator may be contacted on 021 808 9111.

## 4. Application, admission and registration as a student

### 4.1 Application and admission as student

- 4.1.1 **Apply online:** As a prospective undergraduate or postgraduate student, you must apply online for admission to the University on the website at [student.sun.ac.za](http://student.sun.ac.za).
- 4.1.2 **Application fee:** An application fee of R100 is applicable for all applicants. However, if you are an applicant from a quintile 1 – 3 school, you are exempted from the application fee. Instructions for payment of the application fee are provided online. An application fee of R400 is payable by all international applicants to degree programmes at the undergraduate and postgraduate levels (excluding Stellenbosch Business School applicants).

- 4.1.3 **Application documents:** Your application will only be considered if the complete set of required application documentation is received by the closing date.  
As a prospective postgraduate candidate, you are urged to consult the relevant faculty's part of the University Yearbook for possible additional requirements relating to your proposed programme.
- 4.1.4.1 **Closing dates:** As a prospective undergraduate student, you must apply not later than the general closing date for applications, namely 31 July of the preceding year. Applications for admission to honours, master's and doctoral programmes close on various dates. The application dates are published on the website for postgraduate applicants at [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies), as well as in the respective faculty yearbook parts.  
Only in exceptional cases shall consideration be given to any application for admission to undergraduate studies received after 31 July. Each such application shall be dealt with on its individual merits, and you must obtain special permission for such late application from the Registrar or proxy.
- 4.1.4.2 Application for admission to Master's programmes consisting of a 100% thesis and for Doctoral programmes may be submitted until 28 February if the faculty/department concerned is willing to consider it, on condition that your application is complete; that is to say, a full academic transcript, a research proposal/summary, a list of bibliographical references, etc., which may be required by the department or faculty, must be included.
- 4.1.5 **Interruption of studies:** If you have interrupted your studies for a year or more, you are required to apply for admission to the University again. If you are an undergraduate student, your application must be received on or before 31 July of the year preceding that in which you propose to resume your studies. If you are a postgraduate student, your application must be received in accordance with the requirements of par. 4.1.4.
- 4.1.6 **Student Housing:** The University's Placement in Student Housing and Allocation to Commuter Student Communities, is available at [www.sun.ac.za/sunrecords](http://www.sun.ac.za/sunrecords) under "Student Administration".
- 4.1.7 **Correct information:** All the information you provide must be true and complete. We may verify your information with third parties or other universities. False or incomplete information may result in your application being rejected or your registration being cancelled.  
If you make a change of (parents') home, residential and/or postal address or other contact details in the course of the academic year, you are responsible for making the relevant changes on your SUNStudent portal where you manage your personal details.
- 4.1.8 **Infectious diseases:** The University may at any time require you as a student to submit a certificate from a healthcare practitioner named by the University, certifying that you are not suffering from any infectious or contagious disease. The cost of such certificate shall be borne by you.  
If you are suffering from any infectious or contagious disease, the University reserves the right to require you to leave the University temporarily or permanently.  
Every applicant for admission to the University must sign, amongst other things, the following when applying:  
"If you suspect that you have an infectious or contagious disease, you must get medical assistance immediately, you must withdraw yourself from all University activities and accommodation and you must take all other steps to make sure that you do not infect other students or staff. If you do not take these steps, you will be held responsible for any claims that are made against the University. In legal terms, you indemnify the University against these claims. If legal action is taken against the University, you must also pay all the actual legal costs."
- 4.1.9 **Your student contract:** When you first receive a conditional or final offer, and you decide to accept that offer, you must submit a signed student contract. You will not be able to register if we have not received your signed student contract
- 4.1.10 How do you know that you can register for your programme?  
Final offers
- If you apply with your grade 12 marks, we will consider your application for a final offer (or offers). You must then accept one of those offers within the closing date in the offer letter.
  - If you have accepted your conditional offer, we will consider you for a final offer based on your final grade 12 results released at the beginning of the following academic year. You will have three days to accept our offer before the offer expires.

## 4.2 Registration as a student

### 4.2.1 Undergraduate and postgraduate

If you are intending to register as a student, you must have completed and submitted the prescribed application form to the University Offices, paid the required application fee and must have been selected for and admitted to a specific degree, diploma or certificate programme at the University.

Full information on selection procedures for specific programmes is provided at [www.maties.com](http://www.maties.com) (undergraduate) and [www.sun.ac.za/pgstudies](http://www.sun.ac.za/pgstudies) (postgraduate). Full particulars regarding the programme- and subject-specific admission requirements with which you as a prospective student have to comply once you have been selected for and admitted to a particular degree, diploma or certificate programme and before being permitted to register for such programme, are provided in the relevant faculty's part of the Yearbook. These particulars are also available at [www.maties.com](http://www.maties.com). The abbreviated admissions policy and basic admission requirements are provided in par. 1 and 2 of this chapter.

### 4.2.2 Documents as proof of admissibility

At registration, if you are registering as student of the University for the first time, you must produce documentary proof, as requested, that you comply with the relevant admission requirements, and you must submit on or before 29 May to the University the original of your National Senior Certificate or other outstanding original school-leaving certificates.

### 4.2.3 Student card

At registration, every new student is issued with an electronic photo identity card, referred to as a student card. Student cards are an essential part of the University's commitment to keep students and staff safe, to secure the campus and to ensure the integrity of assessments. Your student card gives you access to certain University buildings and is needed to operate photocopiers, to participate in the meals management system, to use the washing facilities in residences and for the use of certain other services. It must also be shown to obtain access to assessment venues.

You retain the student card issued to you in your first year and should bring it with when you come to renew your registration as a student. It is essential for you as a student to have your student card in your possession when you are on campus or taking part in activities or services related to the University. Without this card you will not be recognised as a student of the University and, consequently, could be refused permission to access the University, participate in activities or services and write assessments. Lost student cards can, after payment of the required amount at the Cashiers, be replaced at the IT Hub in the Admin A Building (Stellenbosch Campus programmes) or at the Student Finances Desk on the Tygerberg Campus (Faculty of Medicine and Health Sciences) or the ICT Hub on the Bellville Park Campus (Stellenbosch Business School and School of Public Leadership).

Please note: You must keep your student card safe and never permit other persons to use the card for any purposes. Lending out your student card, using another student's student card or generating (a) falsified student card(s) constitutes fraud and is viewed in a very serious light. Depending on the circumstances, both the holder of the card and the person using someone else's card may be subjected to disciplinary action.

### 4.2.4 Registration procedure and programme and module changes

- 4.2.4.1 All prospective students, including honours students, must formally register as students in accordance with the University's official programme of registration if they are eligible to do so.
- 4.2.4.2 For as long as you are a returning undergraduate and postgraduate student, you must formally register as a student in accordance with the University's official programme of registration every year if you are eligible to do so.
- 4.2.4.3 If you have failed to register according to the official registration programme within the period of time laid down, you shall not be recognised as a student, unless you obtain, or have already obtained, formal permission for late registration from the relevant faculty administrator and pay the late registration levy of R500.
- 4.2.4.4 No student (except new research Master's and Doctoral students) will be allowed to register later than two weeks after the commencement of classes (see almanac which can be found at <http://www.sun.ac.za/english/dates>). The late registration levy of R500 will be payable, except where the outcome of an appeal for readmission prevented your registration according to the official registration programme. If you are a new first-year student, late registration can be denied due to fact that the study programme is full. Also see par. 4.2.7 further on in this regard.
- 4.2.4.5 As a new undergraduate student you are advised to make use of the web-based self-registration facility as far as possible and if it is available for the programme concerned. If you have written the NSC or IEB school-leaving examination, you may make use of the self-registration facility, and if you are a student from another schooling system and your final school results were received timeously and could be captured on the central information



system of the University. Alternative arrangements may be made for Master's and Doctoral candidates, and you should consult the relevant faculty administrator in the Admin A Building (Stellenbosch Campus) in this regard.

- 4.2.4.6 To be registered as a student is not a matter of just giving your personal, biographical and academic particulars for official recording. It also requires payment then and there, to the cashier, of the prescribed fee.  
A complete programme of registration, as well as information on the web-based self-registration facility, are e-mailed before the end of the previous year to first-year students and senior students.
- 4.2.4.7 The onus shall rest on you to ensure that you register for the correct modules every year, in accordance with the curriculum requirements of your particular programme, as set out in the part of the Yearbook for the faculty concerned. It is particularly important for you to ensure that in your final year of study you register for all the final modules needed for completing the programme and obtaining that qualification, including any possible modules still outstanding. On receipt of proof of registration, containing programme and modules for the year, during the registration process, you must verify whether this document correctly reflects the instructional programme and year of study (E = first year, N = non-final year and F = final year) for which you intend to register; whether this document correctly reflects all the modules that you are to take in the current year; that each module is stated on this document correctly (for instance, that a module number is not stated as 122 if it ought to be 112); and that there are no clashes on the class and test timetables between any of the modules you registered for.
- 4.2.4.8 The assessment policy is of such a nature that, if you experience clashes on the assessment timetable, you may make use of another assessment opportunity for the modules concerned, provided that this option is allowed by the rules of the respective modules. This option is also subject to satisfactory arrangements being made by you and a department should there be clashes on the class and/or assessment timetables (also see par. 4.2.7 further on in this regard) as well.
- 4.2.4.9 If there should be any error on the proof of registration and/or modules with insurmountable clashes on the class and/or test timetables, you must report these to the faculty administrator concerned in the Admin A Building (Stellenbosch Campus programmes) or to the Academic Administration Offices on the Tygerberg Campus (Faculty of Medicine and Health Sciences) or the Bellville Park Campus (Stellenbosch Business School and School of Public Leadership) to be rectified, within the first two weeks of class of each semester, or preferably be rectified by you yourself by means of the facility that is available for this purpose on the web page in the Student Portal. If you wish to register a change of programme, you must do so within the first two weeks of class of each semester, provided that there is still space available in the programme concerned and that you are selected and admitted (however, no student in the Faculty of Medicine and Health Sciences shall be allowed to change to another programme in this Faculty at the beginning of the second semester). As regards the failure by any student to do so on time, see par. 4.2.6. below.
- 4.2.4.10 In the first semester and the second semester, the last date on which the registration of any change of module/programme is permitted is two weeks after the start of classes for the semester concerned (see the almanac, which can be found at <http://www.sun.ac.za/english/dates>, for the specific dates).
- 4.2.4.11 All undergraduate degree students, special students, certificate students and diploma students who comply with the admission requirements of the University, who are selected and admitted (provided there is still room in the programme concerned) and who are able to start with second-semester modules that carry no requirements in terms of prerequisite modules, prerequisite pass modules or corequisite modules, may be administratively permitted to register at the start of the second semester and must register as students within the first two weeks of class of the second semester. If permitted to do so by the relevant faculty/department, as a postgraduate student, you may also register in the second semester (see also par. 6 further on in this chapter).
- 4.2.4.12 If you are a current SU student (i.e. a student who was registered in the previous year and is academically eligible to reregister) who fails to reregister by the relevant registration date and who does not make arrangements with the relevant faculty to register late, you will be deemed as discontinued until such a time as you are approved to reregister by the relevant faculty.

## 4.2.5 Surcharge for failure to register on time

### 4.2.5.1 For the relevant degree/diploma/certificate programme

If you have failed to register as a student on time for a particular programme for the year in terms of the official programme of registration or through self-registration, you shall be liable for the payment of a penalty of R500 even if you have obtained permission beforehand for late registration. However, if you have

already paid an amount of R200 consisting of the application fee of R100 and the late-application surcharge of R100, you shall be exempted from the late-registration surcharge for late registration, on condition that your registration for the programme takes place within the first two weeks of class of the semester. No late registrations will be accepted after the second week of classes.

#### **4.2.5.2 For a module**

If the required permission has been granted to you by way of exception after you have registered as a student, you may attend a module for which you failed to register before the end of the second week of classes, provided that you pay a surcharge of R100.

#### **4.2.6 Joining a programme late**

After the end of the second week of classes, no application for a change to or for a new entry into any module or any diploma, certificate or degree programme shall be considered.

#### **4.2.7 Limitations with regard to registration for modules on the basis of timetable clashes**

The final timetables for classes and assessments are available separately on the web at the start of a particular year. Before registration, you are required to scrutinise the class and assessment timetables for possible clashes of your proposed modules and to limit your choice of modules strictly to the possibilities catered for by these timetables. No student may take modules that clash on any of the timetables. The assessment policy is of such a nature that if you experience clashes on the assessment timetable during the first round of assessments, you may make use of the second round of assessments for one of the clashing modules as your first and only round of assessments in the module concerned, provided that if there are also clashes on the class and/or test timetables, you will not have a right to be accommodated with regard to class and/or test timetable clashes on the basis of the fact that the assessments policy accommodates clashes. However, modules in which flexible assessment is applied may not offer such choice regarding final assessment. Clashes in assessment opportunities may therefore prevent such modules out of different years of study to be taken together in the same academic year.

#### **4.2.8 Deviation from approved subject combinations**

If you wish to take a combination of subjects that differs from an approved curriculum for a degree, certificate and diploma programme, you must apply in writing for formal approval of such combination. The relevant faculty administrator in the Admin A Building (Stellenbosch Campus) must be consulted on this.

#### **4.2.9 Students of other universities**

- 4.2.9.1 If you are a student from another recognised South African university, you may be permitted to register for a degree, certificate or diploma programme at this University on condition that you are able to produce proof of successful studies in terms of modules passed, meet the admission requirements and are selected and admitted. You must have been registered at this University for no less than two years and must obtain no less than half of the total credits of the proposed programme at this University, including the major subjects, before the qualification concerned may be conferred upon them.
- 4.2.9.2 To be permitted as a student from another recognised South African university to register as a student in a programme at SU, you must provide a complete student record and a satisfactory certificate of conduct issued by such other university upon application to the SU programme.

#### **4.2.10 Registration of Master's and Doctoral students**

If you are a returning Master's or Doctoral student, you may register up to 31 January, if you are eligible to do so. If you fail to register in time, see par. 8 in the chapter 'Postgraduate Qualifications' further on in this book. If you are registering for the first time as a research Master's or Doctoral student, you may register up to 31 March, on condition of that you have been admitted.

### **4.3 Commencement of the academic year**

In 2024, the classes shall commence at different intervals. Details regarding the commencement dates of programmes and student categories are given in the almanac, which can be found at <http://www.sun.ac.za/english/dates>.

### **4.4 Change of personal and contact details**

If you are a student and you have had a change of name(s) and/or surname, you must submit certified copies of the appropriate documentary proof(s) of each such change at the Information Desk in Admin A Building or to the Academic Administration Offices on the Tygerberg Campus (for Faculty of Medicine and Health Sciences students) or the Bellville Park Campus (for Stellenbosch Business School and School of Public Leadership students) before changes will be made. In the event of any change of marital status, a certified copy of the marriage certificate or divorce papers must be submitted.



If you make a change to your home, residential and/or postal address or other contact details in the course of the academic year, you are responsible for making the relevant changes on your SUNStudent portal where you manage your personal details.

## 5. Restrictions on the registration for modules

### 5.1 Registration for examination purposes only

- 5.1.1 If you are an undergraduate student, you may register for examination (assessment) purposes only, if you do not register for any SU modules and have been permitted to follow (a) module(s) of another university for the purpose of obtaining a qualification at SU.
- 5.1.2 If you are a postgraduate student, you shall not be allowed to register for examination purposes only. You must register as a regular student, provided, however, that you may be granted exemption from study fees under certain circumstances, on the recommendation of the relevant chair, head or director of the department or centre and with the approval of the relevant dean or delegate.

### 5.2 Registration for prescribed programme modules

- 5.2.1 In the best interests of the academic success of undergraduate students, no student shall be permitted to register for a credit load of more than 1.25 HEMIS credits in a given academic year. Expressed as module credits, this means that you shall not be permitted to register for more than the equivalent of 1.25 years of the module credits for your study programme in a specific year. This restriction is subject to further limitations on credit loads per semester for specific programmes, which limitations are set out in the relevant faculty part of the Yearbook

### 5.3 Registration for occasional modules

- 5.3.1 The following restrictive provisions shall apply to the taking of occasional modules (as defined in par. 2.12 of the Assessments and Promotions chapter):
- 5.3.2 If you have a full credit load in terms of the degree, certificate or diploma programme for which you register, you may be permitted to register for occasional modules with a view to obtaining additional credits, provided that
- 5.3.2.1 you have obtained permission from the dean of the home faculty or the director of the home centre of the programme so registered for, or the dean's or director's delegate;
- 5.3.2.2 you have obtained permission from the chair, head, or director of the intended occasional module's home department or centre; and
- 5.3.2.3 you accept responsibility for ensuring that you can study successfully with the occasional modules (in other words, obtaining the above permissions does not remove this responsibility from you).
- 5.3.3 Where you are prevented from registering for the normal year credit load for your degree, certificate, or diploma programme because of, for example, prerequisite requirements or timetable clashes, you may supplement your year credits by registering for occasional modules up to an overall number of credits not exceeding the said normal number of year credits for your degree, certificate or diploma programme, subject to the provisions of par. 5.3.2 of the Assessments and Promotions chapter.
- 5.3.4 If you register for more credits than the normal year credit load of your degree, diploma, or certificate programme on account of being in arrears with one or more modules, you shall not be permitted to take any occasional modules.

### 5.4 Taking more than one year of study concurrently

- 5.4.1 As an undergraduate student, you shall be permitted to take more than one year of study concurrently, provided that –
- 5.4.1.1 you meet all prerequisite pass, prerequisite and corequisite requirements for the module(s) concerned;
- 5.4.1.2 the timetables allow the modules concerned to be taken concurrently; and
- 5.4.1.3 you meet the minimum residence requirements for the programme concerned.
- 5.4.2 If you are an occasional student (such as students not registered for any academic programme), you may take more than one year of study of an undergraduate subject concurrently, provided that you adhere to the rules of the faculty board concerned and the department or programme committee concerned approves. See also par. 5.5 in the chapter "Admission and Registration".
- 5.4.3 As a postgraduate student, you may take more than one year of study of an undergraduate

subject concurrently, provided that you adhere to the rules of the faculty board concerned and the department or programme committee concerned approves.

## 6. Admission as an occasional student

- 6.1 The closing date for any application for admission as an occasional student for a given year shall be 30 September of the preceding year (undergraduate) and 14 January of the year concerned (postgraduate).
- 6.2 If you are a prospective student who does not wish to attend an approved degree, diploma or certificate programme, or who does not meet the admission requirements for such programme, you may be admitted to the University as an occasional student with a view to attending individual modules, subject to approval by the relevant faculty or faculties, on condition that you:
  - 6.2.1 hold at least the National Senior Certificate of the Department of Basic Education, or qualifications deemed by the University to be equivalent/adequate; and
  - 6.2.2 you achieved for the National Senior Certificate or equivalent/adequate qualification an aggregate of not less than 50%.
- 6.3 As an occasional student you must register at the University for at least one module and must, in order to be permitted to continue at the University as an occasional student, pass at least one of the modules you registered for, unless special permission therefore is granted by the Readmission Appeals Committee.
- 6.4 Subject-specific provisions – such as those which prescribe prerequisite modules, corequisite modules and/or pass prerequisite modules for degree, diploma and certificate purposes – shall apply likewise to any modules taken by occasional students.
- 6.5 Where a person holding a degree is admitted as an occasional student to a module of the first, second, and third year of study in a subject, this shall not imply that their admission to postgraduate studies in such subject is automatically guaranteed. Consult the relevant faculty administrator in the Admin A Building (Stellenbosch Campus) in this regard.

## 7. Admission of students at the start of the second semester

You may be admitted as students at the start of the second semester, subject to the following general requirements:

### 7.1 Application, selection and admission

You must apply for admission as a student on the University's prescribed hard-copy form before 12 July, meet the minimum requirements for the programme involved and be selected for and admitted to such programme. Selection and admission to a particular programme are subject to the availability of study places in the programme.

### 7.2 Registration

You must be registered as student within the first two weeks of second-semester classes.

Please note that to be registered as a student is not just a matter of giving your personal, biographical and academic particulars for official recording, but also the immediate payment of the prescribed fees at the cashiers.

### 7.3 Undergraduate degree students, occasional students, certificate students and diploma students

Any undergraduate degree, occasional, certificate and diploma student who complies with the admission requirements and rules of the University and who is selected and admitted, may start with second-semester modules that carry no prescriptions in terms of prerequisite modules, prerequisite pass modules or corequisite modules. As such a student, you may be admitted administratively.

### 7.4 Honours students

- 7.4.1 You may register as an Honours student if you have applied to the Registrar in writing before 12 July for admission to a particular Honours programme and was accepted by the department concerned.
- 7.4.2 Furthermore, the Honours programme being registered for must be structured in such a way (semesterised) that commencement in the second semester is possible. In this case, you may in fact be admitted further administratively.

## 7.5 Master's students

You may register as a Master's student on condition that you been admitted by the department concerned or, where necessary, by Senate on the recommendation of the faculty board concerned. Your admission may be completed further administratively.

## 7.6 Doctoral students

You may register as a doctoral student, on condition that you have been admitted via the admission process of the faculty board concerned and the admission was communicated to Senate via the Communication Report and your admission has been ratified.

# 8. Concurrent registration at different universities

## 8.1 Concurrent registration at different universities for components of the same degree, certificate or diploma

- 8.1.1 As an undergraduate student, you will not be allowed to register for modules or for components of modules at this University and another university concurrently if you are still in the process of fulfilling the minimum residence requirements for a particular degree, certificate or diploma.
- 8.1.2 If you satisfy the minimum residence requirements for the degree, certificate or diploma concerned and you are an undergraduate non-final-year student of this University who lacks modules required for the said degree, certificate or diploma, you may be permitted to take such modules at another university, provided that no such module shall be a module of the final year of the programme, and provided further that you are not in a position to take such modules here.
- 8.1.3 As a final-year student, you may be permitted by the faculty board concerned to obtain up to a maximum of one-half of your final-year credit points at Unisa, on condition:
  - 8.1.3.1 that, if you wish to register for final-year credits at Unisa with a view to the recognition thereof by Stellenbosch University, you must verify beforehand whether the Unisa module(s) (credits) in question will be given such recognition, by submitting the content(s) of the said module(s) to the Stellenbosch University department concerned via the relevant faculty administrator;
  - 8.1.3.2 that such recognition of final-year credits shall be considered only if there are financial reasons (e.g. you are no longer on campus) or other reasons (acceptable to the board of the faculty concerned) why you are unable to take the credits (module(s)) through Stellenbosch University;
  - 8.1.3.3 that, if modules have before been passed by you at another university and been recognised by Stellenbosch University for degree purposes, the proposed making up of final-year credits at Unisa shall not result in you obtaining at Stellenbosch University less than half the total number of credits required by the programme; and
  - 8.1.3.4 that this arrangement shall be limited to the final-year modules of Unisa, but that deserving applications for the recognition of final-year modules of other universities than Unisa shall be considered by the Executive Committee (Senate) on an ad hoc basis.
- 8.1.4 As a postgraduate student of this University, you may be permitted by Senate, on the recommendation of the faculty board concerned, to take modules or components of modules at another university concurrently with your studies here.

## 8.2 Concurrent registration at different universities for different degrees or diplomas or as an occasional student

- 8.2.1 If you are registered at Stellenbosch University for a degree, certificate or diploma programme, you shall as a rule not be permitted to register concurrently for another degree, diploma or certificate programme at another university.
- 8.2.2 Exceptions to this rule shall be considered in rare cases only, and then only if you have already satisfied the minimum residence requirements for at least one of the two degrees, and/or diplomas and/or certificates) for which you have registered.
- 8.2.3 If you are registering as an occasional student at Stellenbosch University and you want to register as a postgraduate student at another university simultaneously, you must obtain prior consent from the SU faculty concerned in writing before registering at SU or the other university.
- 8.2.4 If you are taking postgraduate programmes at other universities for which you could register at Stellenbosch University, you shall not be permitted to register as an occasional student at SU simultaneously. If any such non-approved double registration comes to light, you shall be

deregistered forthwith, forfeiting all fees paid.

## 9. Concurrent registration for more than one programme

If you already hold a Bachelor's degree and are registered for a postgraduate programme, you may, in highly exceptional cases, be permitted to register for a further degree, certificate or diploma programme in the same or another faculty concurrently, provided:

- 9.1 that such concurrent registration shall have been approved by Senate on the recommendation of the faculty board(s) concerned;
- 9.2 that permission shall be considered only for students who obtained an aggregate of not less than approximately 70% in the relevant Bachelor's degree;
- 9.3 that permission shall be revoked by Senate if your progress in one or both of the degrees/diplomas/certificates for which you have registered concurrently is not to the satisfaction of the relevant faculty board; and
- 9.4 that concurrent residence for two Honours programmes will not be considered.

## 10. Readmission after unsuccessful studies

Please note that this process is currently under review. The changes will be communicated in due course.

- If your academic record does not comply with the requirements for readmission to the University for the following year, you will be informed via sms and at your SU e-mail address before 24 December of the current year, and then shall have the opportunity to lodge a typed appeal with the University, accompanied by substantiated documentation, until 11 January, in which you explain why the University should consider allowing you to resume your studies.
- If you are a registered student in the Faculty of Medicine and Health Sciences the above timelines do not strictly apply. If your academic record does not comply with the requirements for readmission to the University for the following year, you will be informed telephonically and at your SU e-mail address after the conclusion of the end-of-year assessments or January assessment period, and you shall then have the opportunity to lodge a typed appeal with the University, accompanied by substantiated documentation, in which you explain why the University should consider allowing you to resume your studies. You will have a minimum of 5 working days to submit such an appeal.
- Every application for readmission must be accompanied by an amount of R520. Irrespective of the decision reached by the Readmission Appeals Committee, the said amount of money shall not be refundable. No late applications for readmission shall be accepted. If you are unable to afford this readmission application fee, please ensure that you request a fee waiver when submitting your application.
- Although the University informs you if you do not meet the requirements for readmission accordingly by telephone or sms and e-mail and offers you an opportunity to lodge an appeal against exclusion from the University, the onus shall be on you to determine for yourself whether or not you fulfil the requirements for readmission, and to do so before the final date for appeal by means of your study records and the rules for readmission, as set out below.
- Should you suspect that you do not fulfil the requirements for readmission, but you have not received an e-mail regarding exclusion from the University, you must contact the administrator of the faculty concerned in the Admin A Building at Stellenbosch Campus or the administrator at Tygerberg Campus without delay before the final date for re-application.
- You must type a fully substantiated application for readmission and submit it electronically or on paper to the Registrar along with supporting documents. By "fully substantiated" is meant that you must provide all relevant information, showing cause why your studies were not successful and why you hope to study successfully in future.
  - Such information may be of a personal and very sensitive nature; it is nevertheless required that you shall take the Readmission Appeals Committee into your confidence completely.
  - Supporting documents that substantiate your reasons adduced for poor performance must be attached with the completed application form.
  - All information presented shall be treated in strict confidence. The Readmission Appeals Committee needs to have full information before it if it is to arrive at a fair decision in your own best interest.
  - If your application has been turned down, no information in further substantiation shall be accepted afterwards. The decision of the Readmission Appeals Committee shall be final, and no second appeal from the same applicant shall be considered.
- For readmission purposes, account is taken of the total number of years that you have studied at a university, regardless of any change of instructional programme.
- If you are a registered student, who, for the first time in your period of study and of your own choice,

discontinues your studies on or before 31 July of a given year, or on the ground of academic considerations is not permitted to proceed to the second semester, or has been advised by the University not to proceed, you are not debited for such academic year in terms of the readmission rules, provided that a second or further discontinuation in any subsequent year by you will automatically be taken into account for readmission purposes. However, this provision does not apply if, in the University's view, the discontinuation is the result of circumstances beyond your control, for instance because of medical reasons, supported by a medical certificate.

- If you discontinue your studies due to supported medical reasons before the November examinations, you will therefore not be denied readmission for the year concerned, or for any consecutive year where it is necessary for you to discontinue your studies due to proven medical reasons.

In the following paragraphs the rules of readmission are quantified in terms of HEMIS credits. (HEMIS is an acronym for Higher Education Management Information System.)

**One HEMIS credit equals the minimum number of module credits required in a particular year of study of a programme.**

The modular credits of each year of study – namely first year, second year, third year, etc. – are linked to a specific fraction of the value of one HEMIS credit, which is calculated as follows:

#### **Module credits per year of study converted to HEMIS credits**

1 first-year modular credit = 1 divided by the minimum number of module credits required for the first year = the fraction of a HEMIS credit

1 second-year modular credit = 1 divided by the minimum number of module credits required for the second year = the fraction of a HEMIS credit

#### **Example: Bachelor of Arts in the Humanities**

The minimum numbers of modular credits required for the three years of study are assumed to be 126, 128 and 120, respectively. Correspondingly,

- 1 first-year modular credit =  $1/126 = 0,0079$  HEMIS credits
- 1 second-year modular credit =  $1/128 = 0,0078$  HEMIS credits
- 1 third-year modular credit =  $1/120 = 0,0083$  HEMIS credits.

## **10.1 Undergraduate students**

- 10.1.1 If you are an undergraduate student in a full-time degree, certificate or diploma programme who, at the end of every year of study, has not obtained the number of HEMIS credits required for your degree, certificate or diploma programme in terms of Sliding Scale A, Sliding Scale B and Sliding Scale C, as applicable (see below), you shall not be further admitted as a student with the proviso that all students who have obtained no less than 0,8 HEMIS credits in a particular academic year gain automatic readmission, even though they may not meet the relevant sliding scale requirements.

#### **Please note:**

- The readmission requirements of the Faculty of Engineering differ in some instances from the requirements above and are contained in the Faculty Yearbook part (Part 11).
- The programmes of the Faculty of Medicine and Health Sciences has, in addition to the requirements set out here, unique higher promotion requirements that are contained in the Faculty Yearbook part (Part 12).

10.1.2 Apart from the Sliding Scale requirements, a person shall be refused further admission as a student unless such student has obtained at least 0,33 HEMIS credits at the end of each year of study, with the exception of:

10.1.2.1 students whose full year programme consists of a module or modules the credits of which (expressed as HEMIS credits) happen to total less than 0,33;

10.1.2.2 first-year students in the Faculty of Science, who have to obtain at least 0,5 HEMIS credits at the end of their first year; and

10.1.2.3 students in the Faculties of Arts and Social Sciences, AgriSciences, and Economic and Management Sciences, who have to obtain at least 0,5 HEMIS credits every year from their first year of study.

10.1.3 If you are in an approved extended programme (excepting fields of study in which other approved readmission requirements are in force), you shall be subject to the Sliding Scale B in terms of HEMIS credits, except if you are a student in the Faculty of Science, in which case you shall be subject to Sliding Scale C. If you are a student in the Faculty of Arts and Social Sciences and the Faculty of Economic and Management Sciences, you must obtain a minimum of 0,5 HEMIS credits at the end of your first year of study and, in addition to further compliance with the sliding scale requirements, obtain a minimum of 0,5 HEMIS credits at the end of each year of study.



**Sliding Scale A in terms of the required HEMIS credits: applicable to mainstream programmes**

Historical years	1	2	3	4	5	6	7	8	9
HEMIS credits	0,33	1,23	2,03	2,78	3,53	4,28	5,03	5,78	6,53

**Sliding Scale B in terms of the required HEMIS credits: applicable to students taking approved extended programmes**

Historical years	1	2	3	4	5	6	7	8	9	10
HEMIS credits	0,33	0,70	1,23	2,03	2,78	3,53	4,28	5,03	5,78	6,53

**Sliding Scale C in terms of the required HEMIS credits: applicable to students in the extended programme in the Faculty of Science**

Historical years	1	2	3	4	5	6	7	8	9
HEMIS credits	1	1,5	2,03	2,78	3,53	4,28	5,03	5,78	6,53

Please note: Each HEMIS credit total is expressed to the second decimal place only; all such numerical adjustments have been made upwards.

**10.2 Interactive telematic students**

(These provisions shall only apply if an undergraduate programme is presented via this modus in future.)

If you are a student following a programme via interactive telematic education, you shall not automatically be further admitted as a student if, after four years, you have not obtained at least half the total number of credits involved in your three-year programme, namely 1,50 HEMIS credits, or if, after eight years, you have not obtained the total number of credits involved in your three-year programme, namely at least 3,00 HEMIS credits.

Any provisions to the contrary notwithstanding, as an interactive telematic student, you will not be admitted further as a student unless you have obtained at least 0,15 HEMIS credits for the preceding year of study.

**10.3 Appeal for readmission**

- 10.3.1 If you fail to qualify for further admission as a student on the grounds referred to above, you must apply to the Readmission Appeals Committee of your faculty, by 11 January of the year concerned (except if you are applying to be readmitted to the Faculty of Medicine and Health Sciences). If you are applying to be readmitted to the Faculty of Medicine and Health Sciences, you must apply before 19 January. The Readmission Appeals Committee will only consider the appeals of applicants who have followed the required application process.
- 10.3.2 You have to apply for a specific programme for which readmission is desired. If you are denied readmission to that programme, you may not apply for admission to another programme at SU in the same year for which readmission has been denied.
- 10.3.3 If you are required to leave the University on the grounds referred to above, you shall not be permitted to continue your studies here as an occasional student.
- 10.3.4 If you have been refused readmission, you may apply for readmission as a student for the following year, provided that such application is accompanied by a written substantiation and received prior to 31 July of the year preceding that for which readmission is being sought. All such applications shall be considered by the Readmission Appeals Committee. As a rule, the Readmission Appeals Committee shall expect of you to prove yourself academically at another institution, such as Unisa, in the year that readmission has been refused, or thereafter, before a subsequent application for readmission from you shall be considered.

**10.4 Readmission here subsequent to study elsewhere**

- 10.4.1 Your admission as a student of another university to Stellenbosch University, who by reason of your poor academic progress has failed to meet the requirements for continued admission to your field of study there, will be dependent on you meeting the requirements of Sliding Scale A. If you do not meet the requirements of Sliding Scale A, your application shall be considered by the Readmission Appeals Committee, regardless of the number of the years you studied at the other university(ies).
- 10.4.2 If you have studied at one or more other universities and are continuing your studies at Stellenbosch University, your period of residence at such other university or universities shall be taken into account for readmission purposes as in 10.1.1 and 10.1.2 when renewal of your registration as a student is being considered, provided that two years of registration at another university will be regarded as equivalent to one year of full-time registration at SU.

## 11. Academic activities during the day and in the evenings, sport pursuits and test times

No non-academic activities may be arranged for/by students between 08:00 and 17:00 on class days in such a manner that they infringe on the University's academic activities.

In addition to conducting academic tests in the early evenings, the University may find it necessary to allocate evening time for certain classes/practicals.

Organised sport and recreation take place at the University on weekdays from 17:15. Tests start at 17:30. No examinations will be scheduled in the evenings. Saturday mornings and afternoons are used to schedule both assessments.

## 12. Absence from classes and/or tests

You must consult the lecturer/s of (a) module/s in which you have been prevented by illness or other causes from attending the classes or taking the class tests or carrying out the class work without delay. Where your absence is due to illness, you must lodge a written application for leave of absence with the Registrar without delay, except if the absence was for one test only, in which case not the Registrar but the relevant lecturer will handle the leave of absence. Your application must be accompanied by a medical certificate which complies with the following requirements and contains the following information:

- Your name, as the patient/student;
- Date and time of medical examination;
- An indication that the certificate has been issued after a personal observation (excludes telephonic consultation or communication) of you by a suitably registered medical practitioner;
- Confirmation that you will not be able to or was not able to attend class, or take the class test(s) or carry out the class work, due to the illness, and
- Any other information which, in the judgement of the practitioner would be required or relevant.

The University reserves the right to request the prognosis and further information of the practitioner and it accepts in good faith that you, as the student, will not unreasonably deny permission in this regard.

The following general rules apply for the handing in/handling of medical certificates:

- A medical certificate connected to your absence from an assessment (with the exception of modules that are assessed in terms of the examinations policy) or to the late submission of an academic assignment, will only be considered if it has been issued within 24 hours from the time the assessment occurred or the submission date of an academic assignment (unless the certificate explicitly states why it could not be issued within 24 hours), and handed in within 7 days after the assessment date or the submission date of the academic assignment;
- Medical certificates issued by family members will not be accepted;
- In cases of mental health conditions, only medical certificates issued by psychiatrists, medical practitioners and registered clinical psychologists will be accepted.

Within the framework of the abovementioned rules, faculties may make their own faculty-specific arrangements, provided that at least the 24-hour rule will apply in all cases. You must therefore take note of the fact that – apart from the abovementioned rules – you must also take possible faculty-specific rules into account when medical certificates are handed in.

In cases of absence due to other reasons, the University reserves the right to request corroborating proof at its own discretion.

The University reserves the right to allow lecturers or the Registrar to deny applications for leave of absence where such applications are not lodged in good time, or where such applications are not practically feasible.

The following guidelines for the consideration of applications by students for leave of absence have been approved by the University's Senate:

### 12.1 Category A leave

When leave in this category is granted to you by the University, lecturers are compelled to accommodate you (as far as is practically feasible) if you have missed lectures, practicals, seminar work and/or tests as a result of such absence.

#### Grounds for consideration

- 12.1.1 Proven illness, supported by a medical certificate, occurring in you;
- 12.1.2 A death in your close family, viz. the death of parents, brothers, sisters, grandmothers and grandfathers;
- 12.1.3 Compulsory attendance, e.g. as a witness in court;
- 12.1.4 Absence as a result of sport activities in the following circumstances:

- 12.1.4.1 Absence with regard to trials/national championships for putting together a national (representative) team;
- 12.1.4.2 Absence with regard to participation as a member of a national team against another country locally;
- 12.1.4.3 Absence with regard to participation as a member of a national team internationally (tour);
- 12.1.4.4 Absence with regard to preparation for participation at an international level, as in the case of a rugby test where the team gathers on a Wednesday before the Saturday;
- 12.1.4.5 Absence with regard to representation of and preparation for participation for another country (e.g. Namibia).

In the case of par. 12.1.4.1 - 12.1.4.5, it should be academically feasible, in the estimation of the dean (after consultation with the head of department concerned) for you to catch up on the missed work. When considering leave for longer periods, the academic justifiability of such a concession should be investigated. Problems are usually experienced with regard to practicals, as these are not easy to repeat. Interruption of study (if possible) or discontinuation of study should be considered in particular for leave as a result of longer tours.

## 12.2 Category B leave

Leave in this category will be granted to you on condition that you are able to make prior satisfactory arrangements with the lecturers concerned regarding the work (including lectures, practicals, seminar work, tests) in which you might become in arrears during the period under discussion.

### Grounds for consideration

- 12.2.1 Absence with regard to individual participation in international events by invitation;
- 12.2.2 Absence with regard to participation in representative sport at provincial level;
- 12.2.3 Absence with regard to representative participation in sport at first-league or comparable level, but only in highly exceptional cases, such as when league stipulations are changed as a result of decisions taken by provincial and national sport governing bodies;
- 12.2.4 Absence with regard to representation of SU at national and international level.

## 12.3 Category C: Refusal of leave

If you are not granted leave of absence, you shall receive a Category C letter in which the following warning appears among others:

"If it should happen that you were in fact absent during the period in question, you should expect no concession from the University in connection with the work (including lectures, practicals, seminar work, tests or examinations) in which you are arrears as a consequence of your absence and this could lead to no class mark(s) being awarded in the module(s) in question."

Participation in events such as University residence league matches falls under Category C.

## 12.4 Administrative handling of leave of absence (sport) of students

- 12.4.1 Each application for leave as a result of sport activities should be accompanied by a recommendation from the sport manager concerned and, in the case of applications for Category A leave, also from the Chief Director: Sport and from the Senior Director: Student Affairs, or delegate, with a clear identification of the category of leave being requested, e.g. A12.1.2 or B12.2.1.
- 12.4.2 In order to process an application in good time, it should reach the office of the Registrar at the latest one week before the period of absence.
- 12.4.3 The names of the students concerned and the modules being taken by them, as well as details of all academic obligations and appointments during the proposed absence should be included in the application.
- 12.4.4 Applications for leave of absence of students are usually considered and granted by the Registrar. If there should be any uncertainty, the Registrar consults the Deputy Vice-Chancellor (Learning and Teaching) and borderline cases are referred to the Executive Committee of Senate. Urgent borderline cases are finalised by the Registrar in consultation with the dean concerned.

## 13. Unsatisfactory work by students

If, in the course of the academic year, lecturers find that your work is unsatisfactory or that you do not attend classes, they may refer the matter, if you have been called in and warned but fail to respond, to the Dean concerned, or delegate, and leave it at the discretion of the Dean concerned, or delegate, to decide whether your parents or guardians are to be notified.



## 14. Issuing of documents

### 14.1 Levy: issuing of academic transcripts and duplicate certificates

At your graduation ceremony, the University, by way of standard procedure, issues to you, as qualifying candidate, together with the degree, certificate or diploma concerned in Afrikaans and English, a free copy of your complete academic transcript in English and in Afrikaans.

The fees noted in the Student Fees Yearbook part shall be payable for the issuing, on request to students and past students, an academic transcript and/or copy of their qualification certificate.

Type of document	Amount payable
Academic transcript	R70,00
Duplicate certificate	R95,00

### 14.2 Procedure for the issuing of academic transcript and/or duplicate certificate

An academic transcript and/or duplicate certificate may be requested via e-mail from [info@sun.ac.za](mailto:info@sun.ac.za). Instructions regarding the electronic payment will then be sent via e-mail to the person requesting the academic transcript and/or duplicate certificate. Documents will only be posted once payment has been received.

The relevant documents may also be obtained in person from the Administration A Building (Stellenbosch Campus programmes) or to the Academic Administration Offices on the Tygerberg Campus (Faculty of Medicine and Health Sciences) or the Bellville Park Campus (Stellenbosch Business School and School of Public Leadership). In this case, the relevant amount, as shown in par. 14.1 above, should first be paid to the cashiers or online, after which the receipt should be produced at the relevant campus Information Desk or official.

## 15. Students' information and addresses to employer organisations

The University is approached from time to time by outside organisations that wish to contact final-year students about job opportunities. The University does not provide students' information to outside organisations for this purpose, except in cases where it is possible to obtain the permission of individual students to do so. However, outside organisations are advised by the Unit for Graduate Career Services on suitable ways to introduce themselves to students.

## 16. Furnishing of reports on academic progress

When accepting financial support from an organisation or an individual/s (a "third party"), SU will only provide a report on your academic progress to the third party, if you have supplied SU with written consent to do so.

## 17. Commuter Students' Communities (CSC)

In terms of a resolution by the Council of the University, if you are a student in private lodgings, you are required, without exception, to join the Commuter Students' Communities (CSC).

## 18. Presentation/Changing of programmes

Senate and Council reserve the right at any time to not present an announced programme, to change or abolish an existing programme or to introduce a new programme.

## 19. Conferment of degrees, diplomas and certificates

- 19.1 You shall not be entitled to the privileges attaching to a degree, certificate or diploma until such time as the conferment upon you of said degree, certificate or diploma has been officially approved.
- 19.2 Degrees, certificates and diplomas shall be conferred at congregations of the University held at Stellenbosch twice a year, namely in December and in March (sometimes April). Particulars of each such ceremony shall be sent via e-mail to all final-year students and shall be announced on the University's website ([www.sun.ac.za](http://www.sun.ac.za)).
- 19.3 The wearing of academic dress shall be obligatory at any graduation, certificate and diploma ceremony. As a student, you must rent the academic gown, hood, diploma band and/or certificate band required to be worn at such events, from the private supplier identified by the University for such purpose.

- 19.4 If, for whatever reason, you make use of the second round of examinations in a module of the November examinations in November/December as a final-year student, and pass, you will obtain your qualification at the March (sometimes April) graduation ceremonies of the following year.
- 19.5 No postgraduate degree/diploma/certificate will be awarded to you during the December graduation ceremonies, or the March (sometimes April) graduation ceremonies of the following year, if you were not registered before June of the year concerned. If you were not registered before June of the year concerned, you may, however, obtain a declaration, confirming that all the requirements for award of the qualification have been met and that it will be awarded in December of the following year, on condition that you have registered in time for the year in which the qualification is to be awarded, and have paid all the study fees, that might be applicable.

## 20. Discontinuation of studies

- The Registrar must be informed in writing of your discontinuation of studies.
- You may obtain a special discontinuation form from the Information Desk in the Admin A Building (Stellenbosch Campus programmes) or at the Academic Administration Offices on the Tygerberg Campus (Faculty of Medicine and Health Sciences) or the Bellville Park Campus (Stellenbosch Business School and School of Public Leadership), or you may request it by e-mail at info@sun.ac.za.
- The date of your discontinuation of studies is very important and must be provided, since it determines to what extent exemption from the payment of study and accommodation fees may be granted to you (see Part 3 (Student Fees) of the Yearbook for more information in this regard), and since it can also have an effect on your future readmission (regarding this, see par. 9, Readmission after unsuccessful studies, earlier in this same chapter).
- If your discontinuation of studies is due to a medical reason, a valid medical certificate must be submitted along with the completed discontinuation form, since it will simplify your readmission to the University in a subsequent year.
- If you do not supply your discontinuation form to the correct official as communicated to you or by e-mail to info@sun.ac.za, your discontinuation will not be processed until you have submitted it successfully.

## 21. Deregistration of modules after early assessment

- If you do not write the first formal assessment test in a specific module or make the necessary arrangements to write such test later, your registration for the module will be cancelled by the faculty administrator concerned, on the recommendation of the department concerned. This entails that the module concerned will be removed from your student record and that you will be informed by e-mail only of the deregistration.
- The closing dates for such deregistration is the last workday in March for first-semester and year modules, and the last work day in August for second-semester modules.
- Departments who wish to implement the arrangement regarding deregistration of modules must write notice of this deregistration into the module frameworks/study guides of the modules in question.

Please note: The above stipulation will not be taken into consideration – or exert any influence – regarding the scheduling of formal assessment opportunities.

## 22. Confidentiality of students' personal information

SU respects your privacy as a student. That also means that SU recognises that your personal information (including academic results) belongs to you and not to your parents, funders or any other third party and that there are no legal grounds on which SU may give the information to your parent, funder or a third party, including in personal conversations, without your consent.

In principle, your information should be given to third parties without your consent only if the information has to be shared in order for SU to perform in terms of its contract with you, or if SU is legally obligated to do so, for instance if a warrant or other binding order requires it.

SU recognises with great appreciation parents'/funders' interest in their children/funding recipients and as a gesture of goodwill SU will discuss your study matters with the relevant party, but only with your consent.

# Assessments and promotions

Please note that the University is currently in a system-transition period and will subsequently be phasing in the new assessment rules. Consequently, certain previous assessment rules, as stipulated in the 2022 University Yearbook, Part 1, may still be applicable for the 2024 academic year.

Please also note that the Faculty of Medicine and Health Sciences still uses the examination assessment system in modules that are in the process of being phased out due to curriculum renewal or in postgraduate programmes that make use of external examination bodies for professional registration purposes.

## 1. General provisions

### 1.1 Overall requirements

- 1.1.1 The duration and the scope of the programmes and assessments for the various degrees, certificates and diplomas shall be as prescribed by Council in consultation with Senate.
- 1.1.2 On your completion of a curriculum prescribed for a degree, diploma or certificate, you must, except where there are formal provisions to the contrary, take assessments in all modules, and the assessments may cover the work of the semester/year concerned and/or previous semesters/years, as determined by Senate.
- 1.1.3 Assessments for a higher degree in a subject may include questions on the work of the preceding degree.
- 1.1.4 Changes to the provisions in this chapter of the Yearbook are subject to the approval of the Committee for Learning and Teaching and the Academic Planning Committee.

### 1.2 Scope of application and applicable assessment rules

- 1.2.1 The assessment-related provisions in this chapter of the Yearbook apply to assessments in undergraduate and postgraduate modules that form part of a degree, certificate or diploma programme, while the chapter titled "Postgraduate Qualifications" gives the particulars for assessment of masters' theses and doctoral dissertations. The Promotions section of this chapter applies to all degree, certificate and diploma programmes.
- 1.2.2 This chapter of the Yearbook is not applicable to some modules offered by the Faculty of Medicine and Health Sciences. Consult the University Yearbook, Part 12 (Faculty of Medicine and Health Sciences), for more details in this regard.
- 1.2.3 In addition to the provisions given here, assessments and the calculation of final marks are subject to additional requirements as set out in the relevant faculty's part of the Yearbook and in the assessment rules of the module's home faculty or centre. For the remainder of this chapter, these requirements will be referred to as the "applicable assessment rules". Some situations, where indicated as such, are subject to additional requirements as set out in the assessment rules of the programme's home faculty or centre.
- 1.2.4 The assessment system, as described in this chapter, replaced the examination system, flexible assessment and project assessment approaches in 2023.
- 1.2.5 In this chapter, "centre" shall be taken to include any centre, institute, bureau, or school of the University that hosts a module or a programme.

## 2. Subject and module types

### 2.1 Subject

- 2.1.1 A subject is a discrete discipline or field of Science, e.g. Afrikaans and Dutch, Chemistry, or Economics.

### 2.2 Module

- 2.2.1 A module is a set of lectures, seminars, practicals, etc. covering a particular area within a subject and constituting a unit for performance and credit purposes.

### 2.3 Degree, certificate or diploma programme

- 2.3.1 A degree, certificate, or diploma programme is a prescribed combination of modules, which constitutes the curriculum.

## 2.4 Semester module

- 2.4.1 A semester module is a module that constitutes a unit and that extends over one semester, irrespective of its lecture load or credit value.

## 2.5 Year module

- 2.5.1 A year module is a module that constitutes a unit and that extends over two semesters in one academic year, irrespective of its lecture load or credit value.

## 2.6 Extended module

- 2.6.1 An extended module is a module that constitutes a unit and extends over more than one academic year, irrespective of its lecture load or credit value. The provisions in this chapter do not make explicit provision for extended modules because of their rarity and wide-ranging characters. The applicable assessment rules should give all the necessary particulars for these modules' assessments.

## 2.7 Duly completed module

- 2.7.1 A duly completed module (please note that this term is used to indicate a specific type of module) is a module where no final mark is awarded, but satisfactory attendance of classes/lectures, satisfactory completion of assignments and/or other prescribed work may be required to pass the module.
- 2.7.2 Before 2023, these modules were referred to as "attendance modules".

## 2.8 Prerequisite pass module

- 2.8.1 A prerequisite pass module is a module which you have to pass before you are permitted to proceed to the module(s) for which this module is prescribed.

## 2.9 Prerequisite module

- 2.9.1 A prerequisite module is a module in which you have to attain a final mark of not less than 40 before you are permitted to proceed to the module(s) for which it is prescribed. However, if you were registered for a prerequisite module while it was examined by the "examination" assessment system, a class mark of at least 40 is required to meet a prerequisite.
- 2.9.2 You must pass all the modules you used to satisfy prerequisites in your programme before you will qualify for the awarding of the degree, certificate or diploma concerned.
- 2.9.3 If you have once complied with a prerequisite rule, that compliance shall continue to remain valid for the period given in the applicable assessment rules, even if you repeat the prerequisite module and do not meet the minimum level when repeating the module.

## 2.10 Corequisite module

- 2.10.1 A corequisite module is a module which you have to register for in an earlier semester than, or in the same semester as, the module for which it is prescribed.
- 2.10.2 You must pass all the modules you used to satisfy corequisites in your programme before you will qualify for the awarding of the degree, certificate or diploma concerned.

## 2.11 Module in arrears

- 2.11.1 A module in arrears is a module that you have not yet passed, but that forms part of the curriculum for a degree, diploma or certificate.

## 2.12 Occasional module

- 2.12.1 Please note that the term occasional module is used to indicate a specific use of a module, and does not characterise the module itself. Before 2023, the equivalent term was "extra module".
- 2.12.2 An occasional module is a module you have registered for while the module is not part of the curriculum of your degree, certificate or diploma programme, nor is it a corequisite, prerequisite pass or prerequisite module for any prescribed modules in the curriculum of the particular degree, diploma or certificate programme.
- 2.12.3 If you take more than the required number of elective modules of your degree, certificate or diploma programme, the elective modules in excess of the programme's requirements, are considered to be occasional modules.
- 2.12.4 Any module you take as an occasional module is subject to the same assessment provisions as those if you take the module as a prescribed module for the purpose of obtaining a degree, certificate or diploma.

- 2.12.5 Assessments in occasional modules shall be written during the normal assessment periods for the particular modules.
- 2.12.6 Occasional modules are not taken into account to determine whether you meet the minimum requirements for renewal of your registration, but may be taken into account when considering an appeal for readmission.
- 2.12.7 Occasional modules are not taken into account when deciding whether your qualification is awarded cum laude.

### 3. Mark types and passing a module

This section describes the mark types that are used across the University and that are or were recorded in the student information system (SIS or SUNStudent). The applicable assessment rules may introduce additional mark types and attribute more specific meanings to the mark types given in this section, without changing the meanings given here. Additional mark types will not be recorded on SUNStudent, unless approved by the Academic Planning Committee of Senate as part of the applicable assessment rules.

#### 3.1 Final mark, passing a module and passing a module with distinction

- 3.1.1 In modules other than duly completed modules (as defined in par. 2.7), your overall, final performance in a module is represented by the final mark (FM) (Afrikaans: 'finale punt').
- 3.1.2 The applicable assessment rules prescribe how final marks are calculated.
- 3.1.3 A final mark is a mark out of 100.
- 3.1.4 Final marks shall be rounded to an integer and final marks between 35 and 50 shall be allocated in multiples of five, unless the applicable assessment rules explicitly specify differently. Departments and centres are at liberty to allocate final marks below 35 or above 50 in multiples of five at their discretion.
- 3.1.5 In order to pass a module (excluding duly completed modules), you must obtain a final mark of not less than 50 in the module.
- 3.1.6 In duly completed modules, a result of "Duly Completed" is recorded if you pass or "Not Duly Completed" if you do not pass the module. No final mark is awarded to you. The module framework or study guide of the module must give the requirements for passing the module.
- 3.1.7 In order to pass a module with distinction, you must obtain a final mark of 75 or more in the module.
- 3.1.8 Your academic transcript shows, for each module you registered for, the final mark achieved, "Duly Completed" or "Not Duly Completed". Further, the academic transcripts show a comment such as "Pass", "Pass with Distinction" or "Fail". For year modules in which your final mark is not available but a MYM (defined below) is, the MYM is shown on the transcript with a comment indicating that it is a mid-year mark.

#### 3.2 A1, AF, A2, A3, A4 and DCA marks and MTD and MYM

- 3.2.1 The marks that SUNStudent makes provision for, in addition to final marks, are (listed here in typical chronological order):
  - 3.2.1.1 For semester modules: A1, AF, MTD, A2, A3, A4, and DCA.
  - 3.2.1.2 For year modules: A1S1, AFS1, A2S1, MYM, A1S2, AFS2, MTD, A2S2, A3, A4, and DCA.
- 3.2.2 The marks are associated with the following assessments (S1 and S2 indicate the first and second semester, respectively):
  - 3.2.2.1 A1 marks are normally determined by one or two major mid-semester summative assessments during the A1 period, which is described in par. 4.
  - 3.2.2.2 AF ("assessments further") marks are normally determined by further summative assessments during the lecturing period (the AF period, as described in par. 4); AF is intended to represent assessments that are not reasonably accommodated in A1, for example practical work (laboratory or otherwise), project assignments, or small summative assessments during regular tutorial periods; the marks of the components that contribute to AF are normally disseminated to you through SUNLearn (note: not SUNStudent).
  - 3.2.2.3 MTD is a mark-to-date calculated using all assessments before A2 or A2S2 to give you an indication of your standing before writing A2 or A2S2.
  - 3.2.2.4 A2 and A3 marks, respectively, are exclusively determined during the relevant A2 and A3 assessment periods, which are described in par. 4, but for year modules, A3 marks are exclusively determined by assessments during the second semester's A3 period.
  - 3.2.2.5 MYM is a mid-year mark that is determined using primarily A1S1, AFS1 and A2S1 marks.
  - 3.2.2.6 A4 marks are determined during January/February assessments, other than DCA.

- 3.2.2.7 DCA marks are determined during a Dean's Concession Assessment.
- 3.2.3 Each of these marks is out of 100, rounded to an integer.
- 3.2.4 Not all of these marks are used for all modules. Programmes may offer both A4 assessments and dean's concession assessments, either one or the other, or neither. The applicable assessment rules prescribe how, if at all, each of these marks are determined and used to contribute to the final mark.
- 3.2.5 A1, A1S1, A1S2, AFS1 and AFS2 marks each can be based on multiple assessments that are consolidated into a single mark, as prescribed by the applicable assessment rules.
- 3.2.6 In cases where the A2 assessment in a module consists of more than one assessment paper written in more than one assessment timetable slot in the A2 period, all papers should be written during the same round of assessments to be awarded an A2 mark, unless another arrangement is explicitly given in the applicable assessment rules. Otherwise, the marks for the papers that you have written will lapse. A similar requirement applies to A3 and A4 assessments that consist of more than one assessment paper.
- 3.2.7 These marks are typically used to inform you of your progress, for tailoring student support to your specific needs, and for quality assurance processes in the University.
- 3.2.8 These marks are not shown on your academic transcript, but you can obtain a report from SUNStudent that will list all the marks. You can provide a copy of the report to third parties, if you so wish.

### 3.3 Progress mark

- 3.3.1 The description of a progress mark is retained here for use when interpreting students' academic records where previous assessment systems were used.
- 3.3.2 A progress mark was the mark out of 100 allocated in a year module at the end of the first semester on the basis of the student's performance in assessments, tasks and other assignments up to June assessment period of the year concerned.

### 3.4 Class mark and examination mark

- 3.4.1 The description of a class mark and examination mark is retained here for use when interpreting students' academic records where the "examination" assessment system was used in the past. The "examination" system was used at Stellenbosch University up to 2022.
- 3.4.2 In modules in which an examination was required, a class mark was allocated. In the determination of students' class mark in any module, account was taken of their class attendance and class work, tests, tasks, assignments and practical work (where applicable) done by the students in such module. Class marks were used for admission to examinations, for prerequisites and, in some cases, for admission to residences.
- 3.4.3 For admission to any of the two examinations in a module, a class mark of at least 40 was required. This stipulation was subject to the rule that no student in a module in which the class mark had been determined based on only one assessment, may have been refused admission to the examination in that module. Class marks had to be obtained before the first examination.
- 3.4.4 A student's performance in an examination was represented by an examination mark. In exceptional cases, an assessment that was done prior to the examination, for instance an assessment conducted in a computer users' area, could have been incorporated in the examination mark.
- 3.4.5 In the determination of any final mark in the examination assessment system, account was taken of the class mark and examination mark in accordance with a fixed formula. In the calculation of students' final mark, their class mark and their examination mark were normally combined in the ratio of 40 to 60 for semester modules and 50 to 50 for year modules and extended modules, but a faculty was allowed to adjust the ratio between the class mark and the examination mark, subject to the restriction that neither of the two component marks was to make up less than 40% of the final mark.
- 3.4.6 However, for some modules the class mark also counted as the final mark. In modules in which the class mark also counted as the final mark, the rules for the determination of such mark were the same as for the class mark above.



## 4. Assessment periods

### 4.1 A1 period

- 4.1.1 A1 marks are primarily determined during the A1 period of the semester in which the module is offered, and similarly for year modules, A1S1 and A1S2 marks are determined during, respectively, the first and second semesters' A1 periods.
- 4.1.2 The A1 period is from the start of the semester up to two and a half weeks before the end of the semester's lectures.
- 4.1.3 No A1 assessments may be scheduled outside the A1 period, with the exception of cases where the applicable assessment rules allow it due to:
- 4.1.3.1 the number of undergraduate modules in a faculty, or
- 4.1.3.2 the method of presentation of a specific module; or where it is unavoidable because of
- 4.1.3.3 the placement of public holidays in the calendar of a specific year, or
- 4.1.3.4 other unforeseen circumstances.
- 4.1.4 In the cases where A1 assessments are scheduled after the A1 period, A1 dates should be as soon as practically possible after the A1 period, unless applicable assessment rules allow the assessment to be scheduled in the final week of lectures due to the method of presentation of a specific module.
- 4.1.5 For programmes where it is feasible, A1 assessments may be scheduled in a shorter period while regular contact sessions in these programmes are suspended, subject to agreement of the affected faculties and centres and the availability of venues.
- 4.1.6 A1 assessments are scheduled by the Timetable Office if the assessments are conducted outside the module's regular contact periods, and otherwise by the modules' host faculties.
- 4.1.7 Assessments during the A1 period are administered (including venue reservations, duplication of question papers and invigilation) by the module's home department or centre and not by the Assessments Office.
- 4.1.8 Due to scheduling constraints, writing time concessions during the A1 period may be limited to at most 20 minutes per hour.
- 4.1.9 The module's home department or centre is responsible for accommodation of special needs of students, including extra writing time or separate venue concessions, to the extent that it is reasonably practicable. Since departments' and centres' capacity for such accommodation is more limited than the University as a whole, if you are a student with special needs, you may not be accommodated to the same extent than during the A2 and A3 periods.
- 4.1.10 If you have not used an A1 assessment opportunity for any reason (e.g. timetable conflicts, illness, personal commitments, or religious considerations), you will not be offered another assessment opportunity to replace the particular A1 opportunity.

### 4.2 AF period

- 4.2.1 The AF periods (one in each semester) coincide with the period when lectures are normally offered during the semester, and therefore exclude the A2 and A3 periods, but include the respective A1 periods.
- 4.2.2 Assessments contributing to AF are not scheduled by the Timetable Office, but by the module's home faculty or centre. Invigilated assessments contributing to AF should be conducted in the module's regular contact periods, unless expressly otherwise permitted for that module by the applicable assessment rules. In the latter cases, their schedules must be formulated in consultation with the other faculties that host programmes that include the relevant module.
- 4.2.3 Assessments during the AF period are not administered by the Assessments Office, but by the home department or centre.
- 4.2.4 The module's home department or centre is responsible for accommodation of special needs of students, including extra writing time, to the extent that it is reasonably practicable. Since departments' and centres' capacity for such accommodation is more limited than the University as a whole, if you are a student with special needs, you may not be accommodated to the same extent than during the A2 and A3 periods.

### 4.3 A2, A3, June and November periods

- 4.3.1 Each semester's A2 period follows directly after the lecturing period. Each semester's A3 period follows directly after its A2 period.
- 4.3.2 No lecture, tutorial, practical or seminar contact periods are scheduled during the A2 and A3

- periods, except for the situations described in par. 4.3.3.
- 4.3.3 Postgraduate modules may offer lecture, tutorial, practical or seminar contact periods during the A2 and A3 periods, but the venue requirements for assessments scheduled by the Timetable Office take precedence over the postgraduate module's requirements.
- 4.3.4 The June assessment period comprises the first semester's A2 and A3 periods. The November assessment period comprises the second semester's A2 and A3 periods. Refer to the almanac on the web for the dates of these assessment periods.
- 4.3.5 Each semester module has at most one timetable slot in the relevant A2 period and at most one in the A3 period, except for the situations described in par. 4.3.6.
- 4.3.6 An A2 assessment may comprise two papers written in different timetable slots in the A2 period, but only in exceptional cases expressly permitted for the specific module by the applicable assessment rules.
- 4.3.7 The assessments in the A2 and A3 periods may not exceed 3 hours per assessment, unless the applicable assessment rules allow longer assessments for the particular module, with the agreement of the Timetable Office and the Assessments Office.
- 4.3.8 Assessment opportunities for A2 and A3 are scheduled by the Timetable Office. The venues for A2 and A3 are scheduled by the Assessments Office, unless the module's home department or centre expressly requests that the Assessments Office does not schedule the venue.
- 4.3.9 No further assessment in a module, except for situations described in par. 4.4, will be granted after the A3 assessment, irrespective of any reason why you may not have used any of the other assessment opportunities in the particular module. Even if you were precluded from using the A2 and A3 assessments in a module due to circumstances beyond your control, you will not be offered additional assessment opportunities to replace A2 and/or A3.
- 4.3.10 Please note: As a final-year student, if you, irrespective of the reason, make use of an assessment in a module during the A3 period in November, you cannot receive a qualification that requires the particular module during the graduation ceremonies in December of that year. The earliest that you can receive the qualification is in March or April of the following year.

#### 4.4 A4 period

- 4.4.1 The A4 period for a given year of registration extends from the end of that year's November A3 period into January and February of the following calendar year, up to the due date for A4 marks as indicated in the almanac.
- 4.4.2 A4 assessments may only be used (but need not be used) by
- 4.4.2.1 Honours and master's programmes,
- 4.4.2.2 Project-type modules in undergraduate programmes,
- 4.4.2.3 Programmes offered via interactive telematic education, and
- 4.4.2.4 Specific undergraduate modules for which express permission was given in the applicable assessment rules.
- 4.4.3 Dean's concession assessments (refer to par. 7 in this chapter for details) are also conducted in the A4 period, but the results of these assessments are distinct from A4 marks.
- 4.4.4 Assessments during the A4 period are not scheduled by the Timetable Office, but by the home department or centre, after consultation with all faculties that host programmes that use the relevant module.
- 4.4.5 Assessments during the A4 period are not administered by the Assessments Office, but by the home department or centre, except for certain Telematic programmes whose second opportunity assessments are administered by the Assessments Office during the A4 period.

#### 4.5 Other assessment periods

- 4.5.1 The assessments of modules offered in formats other than semester or year formats, for example block format or hybrid learning format, are not limited to the assessment periods described above.
- 4.5.2 The assessments in other assessment periods must be scheduled by the module's home department or centre (they are not scheduled by the Timetable Office), after consultation with all faculties that host programmes that use the relevant module. Their scheduling must not inhibit the schedules done by the Timetable Office.
- 4.5.3 Assessments in other assessment periods are administered by the home department or centre, and not by the Assessments Office, unless the assessments are accommodated in one of the assessment periods where the Assessments Office normally administers assessments.



## 5. Faculty and centre assessment rules

### 5.1 General provisions

- 5.1.1 All faculties and centres that host programmes and/or modules must, within the parameters given in this chapter of the Yearbook, formulate assessment rules that regulate the assessments of modules and/or programmes hosted by the faculty or centre and must submit the rules for approval as described below. Each faculty or centre must consolidate its rules into one coherent document.
- 5.1.2 A faculty's or centre's assessment rules may make provision for a range of assessment schemes so that, for modules hosted by the particular faculty or centre, the home department or centre may use any compliant assessment scheme without requiring further faculty-level, or higher level, approvals. Also, the rules may make provision for an internal approval process for module-specific assessment schemes.
- 5.1.3 The assessment rules must provide for processes by which a student's work in a module is systematically assessed and weighed through consecutive opportunities during the semester or year using a variety of assessment methods, e.g. assignments, tests, portfolios, orals, laboratory investigations, seminars, tutorials and project reports.
- 5.1.4 The assessment rules used in each module must support effective assessment, as described in the University's Assessment Policy, which includes the nine criteria for effective assessment. The criteria are the following: validity, authenticity, reliability, educational impact, academic integrity, transparency, fairness, achievability and learning-centred feedback.
- 5.1.5 The assessment rules must provide for timeous feedback to students after formative and summative assessments during the lecturing period of the semester. These assessments and feedback should afford you as a student the opportunity to advance your own learning and receive feedback on the extent to which you have mastered the module outcomes. Assessments that are primarily intended to be formative may (but need not) play a summative role too and can contribute to AF (for example short tests during tutorial periods).
- 5.1.6 The assessment rules may impose limits on students' final marks if they did not demonstrate certain outcomes in a module (which may be formulated in terms of sub minima). Typical examples are that your final marks are limited to 45 if you did not complete satisfactorily all the required laboratory practicals in a module, or that your final marks are limited to 45 if you did not meet the requirements of professional bodies that were assessed in the module.
- 5.1.7 No single assessment opportunity may be the sole determination of a pass or fail, but with the exceptions given below. If, for any reason, you do not use an offered assessment opportunity (for example because of timetable conflicts, illness, personal commitments, religious considerations or leave granted by the Registrar), it will still be considered to be an opportunity offered to you. However, the applicable assessment rules may exempt some modules from this requirement where meeting the requirement is not reasonably practicable, for example where a large part (or all) of the final mark is determined by a major project or research assignment, such as in final year project modules and in postgraduate programmes. In modules exempted from this requirement, you shall receive appropriate formative feedback about your work during the project or assignment.
- 5.1.8 The provisions given in this chapter of the Yearbook shall apply to all modules, unless explicitly indicated otherwise in the assessment rules. The assessment rules therefore need not (and preferably should not) repeat the provisions given here.
- 5.1.9 The assessment rules must be readily accessible to students and staff affected by the rules, for example by placing them on SUNLearn.
- 5.1.10 The manner in which the applicable assessment rules are implemented in each module shall be made known to you at the start of the relevant semester or year by means of the module framework or study guide. This information includes:
- 5.1.10.1 what sub minima will be applied in the module, if applicable,
- 5.1.10.2 how your final mark will be determined if final marks are awarded in the module or, if a duly completed module, what is required of you to pass,
- 5.1.10.3 what assessment periods will be used, and
- 5.1.10.4 which assessments are compulsory.

### 5.2 Procedure for approval

- 5.2.1 This section applies to the initial approval of a faculty's or centre's assessment rules and to the approval of subsequent substantive changes. Editorial changes or clarifications need not be submitted through this process, but should be approved by the faculty board or centre management committee.

- 5.2.2 The relevant person(s) in the faculty or centre must obtain confirmation from the SUNStudent Support Centre (SSC), Assessments Office and Timetable Office that their respective services can accommodate the proposed assessment rules. If accommodation of the assessment rules requires substantive changes to the services offered by these offices, the changes should be brought to the attention of the Programme Advisory Committee when submitting the proposals to that committee.
- 5.2.3 The approval of module-specific rules must be obtained of the chair, head, or director of the module's home department or centre. The approval of all changes to the rules must be obtained of the faculty's or centre's internal programme management structures (typically a faculty's programme committee or a centre's management committee).
- 5.2.4 After the above approvals have been obtained, the proposals for new or amended rules must be submitted to the Programme Advisory Committee (a subcommittee of the Senate's Academic Planning Committee), with motivation in terms of the University's assessment policy referred to in par. 5.1.4. Each faculty or centre must consolidate all its proposed new rules or amendments into one coherent document. Amendments or additions to previously approved rules should typically be shown as tracked changes. If the assessment rules are dissimilar to assessment rules in current use or recently approved, record of the support of the SSC, the Assessments Office and the Timetable Office must be included with the submission to the Programme Advisory Committee.
- 5.2.5 After addressing the recommendations of the Programme Advisory Committee, the faculty's or centre's new or amended assessment rules must be submitted to the Academic Planning Committee and the relevant faculty board or centre management structure for approval, and for their recommendation to Senate as part of the faculty's or centre's calendar changes for the following year.

## 6. Generally applicable assessment rules

### 6.1 Timetable-related assessment provisions

- 6.1.1 The duration (for students who do not qualify for extra writing time) of A1, A2 and A3 assessments must be compatible with the timetables for the corresponding assessment periods (refer to par. 4), unless a different arrangement has been approved as part of a faculty's assessment rules in consultation with the Timetable Office.
- 6.1.2 The main assessment timetable (that is the centrally arranged timetable for A1, A2, and A3 assessments, as well as corresponding assessments for year modules) should allow that the duration and nature (e.g. written or computer-based) of a module's A3 may differ from its A2.
- 6.1.3 The fact that you are allowed to register for modules that clash on the assessment timetables does not grant you the right to be accommodated with regard to clashes on the assessment timetables, other than as described in par. 6.1.4 and par. 6.1.5.
- 6.1.4 If you experience clashes on timetables during the A2 period, you will not be accommodated by the Assessments Office nor normally by the home faculty. In such cases, you have to choose which A2 you will use and use A3 for the other clashing module.
- 6.1.5 If you experience clashes on timetables during the A3 period for assessments that are administered by the Assessments Office, you are accommodated by the Assessments Office. This accommodation entails that arrangements will be made for the clashing assessments to be written one immediately after the other during the A3 period and under supervision as arranged by the Assessments Office.
- 6.1.6 All modules may use any or all of the A1, AF, A2 and A3 periods, except that an A3 period may only be used if the module also uses the immediately preceding A2 period and year modules may only use the November A3 period. Also note in par. 4.3.10 the implications if you are using an A3 assessment.
- 6.1.7 By May of the preceding year, the home departments or centres of modules must inform the Timetable Office when the arrangements for scheduling A1, A2, or A3 (or correspondingly for year modules) for a module should change. Otherwise, these assessments are scheduled by the Timetable Office as in the immediately preceding year. For example, if A1 for a certain module was scheduled by the Timetable Office for the current year, it will automatically be scheduled for the following year, but if A1 was not scheduled by the Timetable Office for the current year, it will automatically not be scheduled for the following year. Similarly, only modules that were scheduled to use computer user areas or electronic classrooms (CUAs) in a given year, it will automatically be scheduled for CUAs in the following year. Possible changes from year to year, as far as this aspect is concerned, should be kept to a minimum.
- 6.1.8 As standard practice, the Assessments Office will allocate, on request, venues to A2 and A3 assessments that are scheduled by the Timetable Office. Also, if requested, the Assessments Office will administer these A2 and A3 assessments.

- 6.1.9 At the beginning of each semester, the relevant home department or centre must provide to the Assessments Office the following information about each module that uses the A2 period in that semester:
- 6.1.9.1 Whether a venue and invigilators must be arranged by the Assessments Office (1) for the A2 assessment, or (2) for both the A2 and A3 assessment.
- 6.1.9.2 Whether the assessment requires a CUA. If it does, additional information will be requested by the Assessments Office.
- 6.1.9.3 The time students are allowed to complete the assessment (i.e. the duration of the assessment or question paper). Departments and centres must ensure that this information is correct and corresponds to the time given on the question paper since it is displayed on the student portal before the assessment period and is used for arrangements by the Assessments Office (such as for students with extra writing time).

## 6.2 Admission to assessments

- 6.2.1 You shall not be admitted to the assessments in a module unless you are registered for the module, have attended the required contact sessions for the module and have, up to the assessment, satisfactorily performed the work prescribed in such module (see also par. 12 in the chapter 'Admission and Registration').
- 6.2.2 If you have any contagious disease, you should take note of the relevant stipulations in par. 4.1 of the chapter on "Admission and Registration". These stipulations include that you must withdraw yourself from all University activities, which includes assessments.
- 6.2.3 If you did not meet specific requirements (as provided for in par. 5.1.6) during the A1 or AF periods, you may be refused admission to assessments in the relevant module in the A2 and A3 periods.
- 6.2.4 If a module uses an A2, A2S1 or A2S2 assessment, you must be given the opportunity to meet the requirements for admission to the assessment before the start of the A2 period. Also refer to par. 5.1.7.
- 6.2.5 If a module offers an A3 assessment, you may not be refused admission to the A3 assessment if you had admission to the A2 assessment, irrespective of whether you made use of the A2 assessment or not, except that the applicable assessment rules may limit admission to an A3 assessment to students:
- 6.2.5.1 who had not passed after the module's A2 assessment; and/or
- 6.2.5.2 who have met module-specific requirements (for example, they must have completed all the required practical work).
- 6.2.6 If you are granted admission to the A2 assessment in a module that also offers an A3 assessment, you are free to choose to forgo the A2 assessment and only write the A3 assessment, unless the applicable assessment rules expressly state differently for the particular module. In this regard:
- 6.2.6.1 You should take note of par. 4.3.10 regarding the implications of using A3 assessment opportunities for graduating in December of the same year.
- 6.2.6.2 The applicable assessment rules may require you to write both the A2 assessment and the A3 assessment if you did not meet certain requirements during the A1 and AF assessment periods (e.g. if you did not write an A1 assessment).
- 6.2.7 If you are granted admission to the A3 assessment, irrespective of the reason, you should be given notice of this admission by the recording on SUNStudent of a result comment of "Further assessments allowed". You can access this result through the online portal (even if you have outstanding fees) and the Assessments Office can use the information to allocate venues.
- 6.2.8 The notice of examination marks is placed as soon as possible during the A2 (first examinations) in June and November, **but at least three clear days** (where clear days means that the date of the announcement/notice and the date of the A3 assessment are not included in the calculation of the three day notice period. Weekends and public holidays are included in the calculation of the three clear days) **before** the A3 (second examination opportunity) of the module concerned. Please note that the due dates for finalising marks, as published in the almanac, takes priority over the above provision for three assessment days.
- 6.2.9 If you had passed a module after the A2 assessments, but wishes to use the module's A3 assessment to improve your marks (if the applicable assessment rules make provision for using the A3 assessment to improve a previous pass mark), you must notify the Registrar's office, through the relevant procedure on SUNStudent, of your intention to use the A3 assessment opportunity. This notification by you must be submitted by not later than 48 hours after the final marks based on the A2 assessment have been released, or otherwise the admission to the A3 assessment lapses. You should take note of par. 4.3.10 regarding the

implications of using A3 assessment opportunities for graduating in December of the same year.

- 6.2.10 If you fall ill during an invigilated sit-down assessment, you must report immediately to the Invigilator who will arrange for you to be screened and assisted by the Campus Health Services or other suitably qualified medical practitioner.
- 6.2.11 In these instances, the applicable script(s) will remain unmarked and will not count towards the calculation of the final mark.
- 6.2.12 If you complete the assessment, notwithstanding having fallen ill during an assessment as provided in 6.2.10 above, and subsequently provide a doctor's certificate, you will not be granted any special accommodation and the applicable script will be marked. It is therefore advisable that, if you fall ill before or during an invigilated sit-down assessment, as provided in 6.6.1.23, you should seriously contemplate opting for the A3 assessment if it is available.
- Should you fall ill during the first 45 minutes of a scheduled assessment, and not utilize the process set out in 6.2.10, but continue with the assessment, you will not be granted any special accommodation (even if you provide a medical practitioner's certificate) and the applicable script will be marked

### 6.3 Allocation of final marks

- 6.3.1 In modules where a final mark is awarded (in other words, all modules except duly completed modules as defined in par. 2.7), the module's home department or centre
- 6.3.1.1 must allocate (or allow SUNStudent to allocate) a non-zero final mark for you if you completed sufficient assessments to allow the calculation of a final mark, as required by in the applicable assessment rules, or
- 6.3.1.2 otherwise record no final mark, but only record the comment "Fail".
- 6.3.2 Note the requirements in par. 5.1.10 for informing you about the way final marks will be calculated in each module.
- 6.3.3 In modules in which a final mark is awarded, your final mark for a module shall be calculated based on the A1, AF, A2 A3, A4, and DCA marks and the corresponding marks for year modules, as prescribed in the applicable assessment rules.
- 6.3.4 Irrespective of the calculated mark mentioned above, the applicable assessment rules may require your final mark to be limited to a certain range if you did not achieve certain module outcomes (as provided for in par. 5.1.6); or the applicable assessment rules may limit your final mark to 50 or less in some situations where you used the A3 assessment opportunity (for example, when you used A3 as supplementary assessment while students who passed the module before A3 were not granted access to A3).
- 6.3.5 No single assessment opportunity may contribute more than 60% to the final mark, unless the departures from this rule, for each individual module, has been approved using the procedure given in par. 5.2. When submitting such departures in the approval procedure, the departure must be justified in terms of the University's assessment policy as applicable within the particular module.
- 6.3.6 Completing additional, optional, or supplementary assessments may not reduce your final mark. Further, the applicable assessment rules may limit the improvement in the final mark due to completing additional, optional, or supplementary assessments. A3 will be considered to be a supplementary assessment if you completed sufficient previous assessments that potentially would allow you to pass a module before A3, for example if you used all the other major summative assessments offered in the particular module.
- 6.3.7 Please refer to par. 3.1.4 for rounding of final marks.
- 6.3.8 Where you are awarded a final mark after the A2 assessment and are also granted admission to A3, but do not write A3 assessment, the final marks allocated to you after the A2 assessment shall be your final marks for the module.

### 6.4 Recording of results

- 6.4.1 SUNStudent, and no other platform such as SUNLearn, keeps the definitive records for final marks, as well as marks for A1, AF, A2, A3, A4, DCA, MTD and MYM and the corresponding marks for year modules. If there is a discrepancy between SUNStudent and any other place where records are kept, the records in SUNStudent will be taken to be correct.
- 6.4.2 Please refer to par. 3.1.6 for duly completed modules (as defined in par. 2.7), where no final marks are awarded. These results must be recorded on SUNStudent by the due date for final marks for the particular semester. The remainder of this section does not apply to duly completed modules.
- 6.4.3 Departments or centres hosting modules are responsible for recording on SUNStudent, for all the students registered for the module, the following, where applicable to the module:

final marks, as well as marks for A1, AF, A2, A3, A4, DCA, MTD and MYM and the corresponding marks for year modules. However, if you did not complete sufficient assessments to be awarded a particular mark, then no result should be recorded on SUNStudent for you for that mark. Not all the marks need be recorded for every module and the applicable assessment rules determine which must be recorded. Please note specific provisions in the case of honours, postgraduate diploma, and master's programmes in par. 6.4.17.

- 6.4.4 SUNStudent will provide access for you to your own final marks, as well as marks for A1, AF, A2, A3, A4, DCA, MTD and MYM and the corresponding marks for year modules. Departments should not communicate these marks to you in another way, inter alia to avoid the potential for contradictory information.
- 6.4.5 Internally moderated A1 and AF marks, if applicable, must be recorded on SUNStudent at least five assessment days before the particular module's A2. However, these marks need not be recorded before the last day of lectures in the semester unless they preclude you from access to A2. For year modules, this paragraph applies to the corresponding assessments in each semester.
- 6.4.6 Internally moderated A2, A3, A4, DCA, and MYM marks and the corresponding marks for year modules, should be recorded on SUNStudent by the deadlines for the final marks associated with these assessments.
- 6.4.7 Modules that offer A3 or A4 assessments must record one of the following comments on SUNStudent together with your final mark after the module's A2 assessment:
- 6.4.7.1 "Admitted to further assessment" if you are admitted to the module's A3 or A4 assessment;
- 6.4.7.2 "Pass" if you passed and do not have the option to improve your mark through an A3 or A4 assessment, or
- 6.4.7.3 "Fail" if you failed and are not granted admission to an A3 or A4 assessment (e.g. due to module-specific requirements that cannot be met in A3, such as required practical work).
- 6.4.8 After A3 and A4 assessments, in modules that use these assessments, a final mark must be recorded by the module's home department or centre on SUNStudent for all students who used that assessment opportunity. A comment (e.g. fail, pass, or pass with distinction) will be allocated by SUNStudent based on the mark. If you were granted admission to the A3 or A4 assessment, but did not use that assessment, the final mark previously recorded on SUNStudent for you will be taken to be your final mark. Where no final mark was recorded previously, the comment "fail" will be allocated by SUNStudent.
- 6.4.9 Internally and externally moderated final results (i.e. final marks or comments such as "Duly completed", "Not duly completed" or "Fail") for first semester modules, as well as MYM for year modules, must be recorded on SUNStudent no later than the date stipulated in the University almanac (typically the last Friday before the start of classes for the second semester). Note that par. 6.3.1 deals with cases where you had not at that stage completed sufficient assessments to allow the calculation of a final mark for you. Internally moderated final marks for first semester modules may be recorded as soon as they are available, even though the marks may still be subject to external moderation (also refer to par. 6.4.13). Also note par. 6.2.8 regarding giving you notice of your access to A3, which may be based on your marks before external moderation (where external moderation is applicable).
- 6.4.10 Internally and externally moderated final results after the A2 assessment in November must be recorded on SUNStudent no later than the date stipulated in the University almanac (typically the first Tuesday after the end of the A2 assessment period), to allow for the preparations for the December graduation ceremonies to proceed. Note that par. 6.3.1 deals with cases where you had not at that stage completed sufficient assessments to allow the calculation of a final mark for you. Also note par. 6.2.8 regarding giving you notice of your access to A3, which may be based on your marks before external moderation (where external moderation is applicable).
- 6.4.11 Internally moderated final results after the A3 assessment in November must be recorded on SUNStudent no later than on the date stipulated in the University almanac (typically the first Tuesday after the conclusion of the A3 period) so that, inter alia, the readmission calculations of undergraduate students may proceed.
- 6.4.12 Externally moderated final marks for modules resulting from the A3 assessments in November must be recorded on SUNStudent no later than on the date stipulated in the University almanac in January (typically at least three weeks before the commencement of the first semester of the next academic year). If at all possible, the externally moderated results should be recorded by the deadline for internally moderated results, as it can then be taken into account for the readmission calculations of undergraduate students.
- 6.4.13 All marks recorded on SUNStudent for a given semester are provisional until the final marks have been ratified by the Vice-Rector (Learning and Teaching), on the dates given in the almanac. However, departments and centres are encouraged to record on SUNStudent the



- provisional marks as soon as they are available after internal moderation to give students access to these provisional marks in SUNStudent.
- 6.4.14 The applicable assessment rules may, in addition to the above, impose requirements on the home departments or centres of modules to record marks not provided for above, on SUNLearn (but not SUNStudent).
- 6.4.15 Departments and centres may not make final marks in modules known to you, the student, your parents or other parties, other than by recording the marks on SUNStudent. Thereafter final marks are made known through SUNStudent or by the Registrar's division. However, in exceptional circumstances (such as to accommodate procedures required by professional bodies) and only when the applicable assessment rules expressly allow it, departments or centres may make final marks known to you as the student and/or professional bodies. Your final marks may only be made known to third parties (such as professional bodies) after you have given your written consent.
- 6.4.16 When departments and centres make marks that are not recorded in SUNStudent (that is other than final marks and marks for A1, AF, A2, A3, A4, DCA, MTD and MYM and the corresponding marks for year modules) known to students, your marks should be made known only to you personally if reasonably practicable. Otherwise, lists of marks where you and other students can see each other's marks should only identify you by student numbers and not display names or surnames.
- 6.4.17 In the case of honours, postgraduate diploma and master's programmes:
- 6.4.17.1 An overall final mark for the programme as a whole, rounded off to an integer, as weighted and calculated by the department or centre concerned, shall be entered for you on SUNStudent by the home department or centre for the programme. This overall mark will determine whether you fail the programme, passes the programme or pass the programme with distinction.
- 6.4.17.2 Please note that the requirements in par. 10.1.1 applies in addition to the above provision regarding your overall final mark.
- 6.4.17.3 Unless the applicable assessment rules specify differently, for a Master's degree where the prescribed study includes a thesis, you shall pass with distinction if, in addition to complying with all the prescribed requirements to be awarded an overall pass mark, you obtained a final mark of not less than 75 for your thesis. This requirement is significant if the thesis does not contribute all the credits of the programme and modules also contribute to the average final mark. This provision does not apply to research assignments (for the distinction between a thesis and a research assignment, please refer to par. 5.4.1 in the Postgraduate Qualifications chapter).
- 6.4.17.4 The final marks for postgraduate modules, other than the above final mark for the programme as a whole, are entered by the module's home department or centre on SUNStudent. Subject to the above provisions, these modules contribute proportionally, in terms of the credit weighting, to the overall final mark for the programme, unless provided otherwise in the applicable assessment rules.

## 6.5 Discussing marked answer scripts with staff

- 6.5.1 If you wish to learn from your mistakes, you may view and discuss your marked A2 and A3 answer scripts with the lecturer concerned, subject to the following provisions:
- 6.5.1.1 The opportunity to discuss marked answer scripts with the lecturer(s) concerned is not an opportunity for the re-evaluation of the assessment.
- 6.5.1.2 You may only view your marked answer scripts in the presence of the lecturer concerned, or someone else approved by the chair, head, or director of the home department or centre.
- 6.5.1.3 The viewing and discussion of such marked answer scripts may take place after the last day that has been set by the University for the submission of final marks and with due allowance for any further arrangements which the department or centre concerned may have made with the approval of the relevant faculty board or centre management structure. However, such viewing and discussion of marked answer scripts may take place earlier if the applicable assessment rules include such provisions.
- 6.5.1.4 Any request for such discussion must be made within one month after the last day that has been set for the submission of final marks and according to any further arrangements which the department or centre concerned may have made with the approval of the relevant faculty board or centre management structure.
- 6.5.2 Before the A3 period, if you wrote the preceding A2 assessment and have access to the A3 assessment, you shall be allowed to discuss the A2 assessment question paper with the lecturer.

## 6.6 Rules for student conduct at assessments

It is imperative that the work contained in assessments is your original work. You shall ensure that you are acutely aware of the contents of the SU 'Policy on Plagiarism (in support of academic integrity)', and your responsibility toward upholding academic integrity.

Subject to the rules stated in this section and the provisions of the university's assessment policy, every faculty shall have the right to make faculty-specific rules regarding student conduct during assessments, and these faculty-specific rules shall be explained in the relevant faculty assessment rules.

If you do not adhere to the rules in this section or the above-mentioned faculty-specific rules, or attempt to not adhere to these rules, disciplinary action may be taken against you.

### 6.6.1 Rules for student conduct during invigilated assessments

The following rules apply to you as a student during invigilated face-to-face (written paper- based, computer-based, oral and/or practical) assessments.

- 6.6.1.1 You must arrive at the assessment venue at least 30 minutes before the starting time of the assessment.
- 6.6.1.2 You must bring your own pen and other devices or equipment required for and permitted in the assessment (such as pocket calculators or drawing instruments). You are not allowed to share any stationary, devices or equipment with other students in the assessment venue.
- 6.6.1.3 You must show your student card on entry into the venue, or an identity document or driver's licence with a recent and recognisable photograph if your student card, with your photograph on it, is not available.
- 6.6.1.4 Your head, including your ears and face, should be clearly visible to invigilators at all times that you are in an assessment venue. However, if University regulations require students to wear masks, you must wear a mask that only covers your nose and mouth. Neither your hair nor your clothes (including hats, scarves, or hoodies) may obscure your ears.
- 6.6.1.5 You must answer all questions in permanent/non-erasable ink using a pen that has no electronic capabilities, or on the device(s) (e.g. computers in an electronic classroom) prescribed in the question paper.
- 6.6.1.6 You must read and comply with the instructions on your question paper and the answer book.
- 6.6.1.7 You may not communicate with students inside your assessment venues, nor with anybody outside assessment venues.
- 6.6.1.8 You may not have on your person or accessible to you any devices capable of handling (including displaying, storing, or transmitting) information (whether mechanical, electronic, or otherwise, including blank paper, books, notes, calculators, phones and writing on your clothes or person) for the full duration of the assessment, unless they are provided to you in the venue (such as the question papers, answer books, or, in an electronic classroom, computers) or the assessment instructions in the question paper expressly permit or prescribe them.
- 6.6.1.9 If you have access to devices, e.g. pocket calculators or computers in an electronic classroom, you are not allowed to use the devices to process, receive, access, store, or send any information unless the question paper expressly permits or prescribes it. You may not use the devices to open any documents unless the question paper expressly permits or prescribes it.
- 6.6.1.10 You must switch off all cell phones with you at all times when in an assessment venue. While at your seat, you must place them in a non-transparent bag on the desk in front of you for the full duration of the assessment. You may only remove these devices from the bag and turn them on after leaving the assessment venue.
- 6.6.1.11 You must take off any wristwatches with you and place them in a non-transparent bag on the desk in front of you for the full duration of the assessment. You may only remove these devices from the bag after leaving the assessment venue. Timekeeping, visible to all students will be provided during the assessment.
- 6.6.1.12 If you have any communication, storage, or smart devices, such as memory sticks or earphones, with you, you must place them in a non-transparent bag on the desk in front of you for the full duration of the assessment.
- 6.6.1.13 The above-mentioned non-transparent bag may not be opened during the assessment and should therefore not be used as a pencil case.
- 6.6.1.14 If the assessment makes use of a login procedure specific to that assessment (e.g. the examination login in an electronic classroom), you must use that login procedure and no other login procedure.



- 6.6.115 You may not read or copy any answer or part of any answer that other students have written, including in their answer books, on their devices (e.g. if in an electronic classroom) or on the question paper.
- 6.6.116 You are not permitted to remove parts of answer books.
- 6.6.117 You are not permitted to photograph, take a screenshot of, or copy in any other way the question paper, nor your answers.
- 6.6.118 You must complete the front page of every answer book used in full, or similarly on the front page of the question paper if you are required to answer on the question paper.
- 6.6.119 You must hand in all answer books that were issued to you, irrespective of whether you used them or not. The books must be handed in to an invigilator before you leave the assessment venue. If you were issued with more than one book, the second and further books must be placed inside the first book when you hand in, unless expressly instructed differently by the invigilator.
- 6.6.120 If the instructions on the question paper indicate that you must hand in the question paper, you must hand in the complete question paper(s) issued to you by placing it inside the answer book.
- 6.6.121 If the instructions on the question paper indicate that you must submit your answers digitally (e.g. in an electronic classroom), follow the instructions precisely. You are solely responsible for successful submission and you must not assume successful submission on SUNLearn unless SUNLearn expressly indicates that your submission was accepted. Thereafter, unless instructed otherwise, close all computer programs or applications and log out from the computer.
- 6.6.122 No extra time will be allowed if you arrive late. If you arrive more than 45 minutes after the start of the assessment session, you will not be allowed to enter the assessment venue.
- 6.6.123 You are not allowed to leave the assessment venue within the first 45 minutes of an assessment session unless the provision of 6.2.10 apply. Once you have left the assessment venue (after the first 45 minutes), you may not return, and the applicable script(s) will be marked and will count towards the calculation of the final mark.

## 6.7 Accommodation of religious considerations

- 6.7.1 If you cannot make use of an assessment opportunity due to constraints imposed by your religion, you are accommodated in a similar way as students that were ill during that assessment opportunity or participated in sport events or experienced trauma of any nature.
- 6.7.2 No assessment opportunities in addition to those scheduled normally will be provided for you if you do not make use of an assessment opportunity due to constraints imposed by your religion.
- 6.7.3 When compiling assessment timetables, the Timetable Office will attempt to avoid scheduling more than one of the A1, A2, and A3 assessments (or corresponding assessments for year modules) on days that more commonly incur religious constraints.

## 6.8 Accommodation of special needs during main assessments

- 6.8.1 Assessment concessions can include extra writing time, spelling concession, writing in a separate venue, handwriting concession, oral assessments, computer room or assistive technology, a scribe, reading assistance or amanuensis (reads question and writes answers), a well-lit venue, a braille room, use of a wheelchair, enlarged letter sizes, prompters, or SA sign language interpreters.
- 6.8.2 If you wish to apply for assessment concessions due to special needs, you should consult the topic "Extra Writing Time" on the students' web portal, [my.sun.ac.za](http://my.sun.ac.za) (the topic can be found by using the search function). This topic gives the forms, the application procedure and the substantiating documentation that should accompany the application.
- 6.8.3 Applications for assessment concessions should be submitted well in advance of the assessments, and preferably as early as possible during your first year of study. Due dates for applications are given with the application forms on the students' web portal. Due to the process required to consider such applications and the arrangements required for the assessments, a successful application is typically only implemented two months after the application was submitted.
- 6.8.4 Assessment concessions are granted for a specific period and it is unnecessary to apply again for concessions for the duration of said period.
- 6.8.5 Assessment concessions are applicable to invigilated handwritten or CUA assessments in the A2 and A3 periods. Please refer to par. 4.1.9 and 4.2.4 for accommodation of special needs during the A1 and AF periods, where the practical constraints may limit the accommodation of concessions.

- 6.8.6 If you are a student with special needs, you may be accommodated to a lesser extent in assessments in an electronic classroom, than in venues for handwritten assessments, due to practical limitations.

## 6.9 Moderation

- 6.9.1 Assessments must be internally and externally moderated in accordance with the University's "Regulation for internal and external moderation and the processing of results" and, where applicable, faculties' and centres' own related arrangements.

## 6.10 Appointment of assessors and moderators

- 6.10.1 All assessors, which include all persons contributing to the approving the question papers for summative assessments and marking of these assessments, must be approved a priori by the chair, head, or director of the home department or centre or, in the case of modules that are collectively presented by more than one department (e.g. in the Faculty of Medicine and Health Sciences), the approval of the module chairperson.
- 6.10.2 It is the responsibility of the above persons approving the assessors to ensure that the assessors and their assigned duties comply with the University's and home faculty's or centre's rules in this regard, for example rules related to involving student assistants, marking assistants, or tutors in assessments.
- 6.10.3 It is the responsibility of the above persons approving the assessors to ensure that the assessors have the necessary competence, as required by the University's assessment policy.
- 6.10.4 All internal and external moderators must be appointed as prescribed in the University's "Regulation for internal and external moderation and the processing of results".

## 6.11 Assessments to confirm a distinction

- 6.11.1 If there is any doubt whether you should pass a module with distinction or not, the chair, head, or director of the department or centre concerned may offer you an opportunity to undergo an ancillary oral assessment in the module in question. Note that this applies to situations where your final mark is lower or higher than 75 before the ancillary assessment.
- 6.11.2 The oral assessment shall be conducted only after all the assessments of the assessment periods in question for you have been completed.
- 6.11.3 The oral assessments must be conducted without exception by not fewer than two examiners.
- 6.11.4 The oral assessment must be externally moderated if the module is subject to external moderation. However, external moderation of the oral assessment is not required if you passed the module before the oral assessment. Examples of how the external moderation can be conducted are that the external moderator is present at the oral (in person or using MS Teams) or later views a video recording of the oral.

# 7. Dean's concession assessments

## 7.1 Faculty rules

- 7.1.1 Subject to the rules stated in this section, every faculty shall have the right to make faculty-specific rules with regard to dean's concession assessments (DCAs), and these faculty-specific rules shall be explained in the relevant faculty assessment rules.

## 7.2 Admission

- 7.2.1 As a student in an undergraduate degree programme, you may be considered for admission to DCAs if:
- 7.2.1.1 you are a final-year student who is either fewer than 33 credits in at most two modules in arrears, or at most one module (which may entail more than 33 credits), for a degree, diploma, or certificate after the conclusion of the second semester A3 period;
- 7.2.1.2 you had during that academic year obtained a final mark of at least 30 in each of the modules in arrears;
- 7.2.1.3 you meet the requirements for admission to dean's concession assessments stated in the assessment rules of your programme's home faculty; and
- 7.2.1.4 the home departments or centres of all the modules in arrear indicate to the dean that it is reasonably practicable for you as a student to pass the modules through a DCA (taking into account that it may be infeasible to assess some of the module's required outcomes in a DCA).

### 7.3 Application procedure

- 7.3.1 You should submit applications for a DCA using the relevant procedure on SUNStudent. Applications must be submitted within one week of the last date by which internally moderated final marks after the second semester A3 period must be recorded or, if an A4 assessment is offered and the applicable assessment rules allow both an A4 and a DCA, within one week of the release of the A4 results to students.
- 7.3.2 Note that when access to a DCA is granted, the amount for DCAs given in the Student Fees part of the Yearbook (Part 3) is added to your account.

### 7.4 Determining a final mark after a dean's concession assessment

- 7.4.1 Your mark in the DCA will be used to determine a final mark as specified in the assessment rules of the module's home faculty.
- 7.4.2 DCAs must be internally and externally moderated in accordance with the University's "Regulation for internal and external moderation and the processing of results" and the related arrangements of the programme's home faculty or centre.
- 7.4.3 DCAs are not subject to re-evaluation.

## 8. Recalculation of final marks and re-evaluation of A2, A2S2 and A3 assessment scripts

Certain modules in the Faculty of Medicine and Health Sciences are subject to a system of reassessment and these modules are not subject to the provisions of this section. Consult Part 12 of the University Yearbook (Faculty of Medicine and Health Sciences) in this regard.

### 8.1 Application procedures

- 8.1.1 You are strongly advised to work through your scripts before applying for recalculation or re-evaluation (please refer to par 6.5).
- 8.1.2 If you fail a module and are of the opinion that your final mark has been calculated incorrectly, you may apply to have the final mark in the specific module carefully recalculated by the department or centre in question, subject to the other provisions given in this section of the Yearbook.
- 8.1.3 If you fail a module may and are of the opinion that the marks for your A2, A2S2, or A3 assessments are not correct, you may apply for a re-evaluation of the A2, A2S2, and/or A3 assessment script(s) concerned, subject to the other provisions given in this section of the Yearbook. Note that this only applies to only the abovementioned assessment scripts in undergraduate and postgraduate modules, but not to other assessment opportunities. The applicable assessment rules may make provision for appeals for other assessment opportunities.
- 8.1.4 Applications for recalculation or re-evaluation should be submitted using the relevant SUNStudent procedure, with the payment of the amount specified for such applications in the Student Fees part of the Yearbook (Part 3), by the Friday of the first week of classes in the semester following the assessment period in question. However, these dates do not apply to the Faculty of Medicine and Health Sciences, which Faculty's students shall receive programme-specific deadlines each year.
- 8.1.5 No application shall be considered for recalculation of a final mark, nor re-evaluation of an A2 assessment script, with a view to admission to the A3 assessments. If a recalculation of a final mark or a re-evaluation shows that you were incorrectly refused admission to an A3 assessment, the home department or centre of the module has to offer you an assessment opportunity equivalent to the A3 assessment within four weeks of finding that you should have been granted admission to the A3 assessment.

### 8.2 Procedure for recalculation of a final mark

- 8.2.1 The relevant Faculty Administrator informs the chair, head, or director of the module's home department or centre of the module, as well as the internal examiner of the application.
- 8.2.2 If the internal examiner or internal moderator for the module in question is the chair, head, or director of the department or centre, the vice-dean, dean, or division head that oversees the department or centre shall designate a senior academic staff member to fulfil for the purposes of the remainder of this procedure the role of the chair, head, or director of the department or centre. Otherwise, the chair, head or director may delegate their authority for these proceedings to another senior academic such as a programme coordinator.
- 8.2.3 If you fail a module due to considerations that are not affected by A2 or A3 assessments (for example due to not completing required practical work), this procedure is restricted to the

relevant academic staff member (typically the one responsible for calculating module's final marks) informing the relevant Faculty Administrator, as well as the chair, head, or director of the module's home department or centre, of the particular considerations.

- 8.2.4 The internal examiner, in consultation with the internal moderator concerned, investigates whether calculation errors had been made in determining your final mark and informs the Faculty Administrator, as well as the relevant chair, director or head, of the result of the recalculation.
- 8.2.5 The above-mentioned must be informed in writing of the result of the recalculation, normally within one week of receiving your request for recalculation.
- 8.2.6 If the particular module was subjected to external moderation and the consensus in the abovementioned recalculation is that you should have passed the module, the external moderator's support of the consensus decision must be obtained too.
- 8.2.7 If the recalculation concludes that you should have passed the module, the relevant Faculty Administrator corrects the particular final mark and arranges to have your deposit repaid.

### 8.3 Procedure for re-evaluation

- 8.3.1 The relevant Assessments Office informs the chair, head, or director of the module's home department or centre of the module, as well as the internal examiner of the application.
- 8.3.2 If the internal examiner or internal moderator for the module in question is the chair, head, or director of the department or centre, the vice-dean, dean, or division head that oversees the department or centre shall designate a senior academic staff member to fulfil for the purposes of the remainder of this procedure the role of the chair, head, or director of the department or centre. Otherwise, the chair, head or director may delegate their authority for these proceedings to another senior academic such as a programme coordinator.
- 8.3.3 If the script, for which you as the student concerned requested re-evaluation, had already been considered by an external moderator, this procedure is restricted to the relevant academic staff member (typically the one responsible for calculating module's final marks) providing evidence of this external moderation to the chair, director, or head of the home department or centre, and informing the relevant Faculty Administrator.
- 8.3.4 Re-evaluation is undertaken by the internal examiner and the internal moderator, with or without the involvement of an external moderator. Involving an external moderator is mandatory when required by the applicable assessment rules or by the chair, head, or director of the module's home department or centre (for example when there is substantial disagreement between the internal examiner and the internal moderator).
- 8.3.5 If an external moderator is used, and one had not already been appointed for the module, the chair, head, or director must identify a suitable and available external moderator.
- 8.3.6 Whether an external moderator is involved or not, the internal examiner and the internal moderator must firstly confirm that no calculation errors were made in determining your final mark and then independently re-evaluate your answer script. Thereafter, if an external moderator is involved, the results of the internal process and the particular script, with the question paper and the assessment scheme (e.g. memorandum or rubric), must be provided to the external moderator.
- 8.3.7 If the consensus in the abovementioned re-evaluation is that you should have passed the module and the particular assessment opportunity was subjected to external moderation during the normal course of events, but no external moderator was involved in the re-evaluation, the external moderator's support of the consensus decision must be obtained too.
- 8.3.8 If the above process reaches a consensus, the internal examiner must provide the written result of the re-evaluation to the relevant Faculty Administrator and the chair, head or director of the home department or centre, normally within two weeks of receiving your request for re-evaluation. If the re-evaluation consensus is that you should have passed the module, the relevant Faculty Administrator should correct the particular final mark.
- 8.3.9 If consensus is not reached between three abovementioned persons, the dispute resolution procedure given below is followed.

### 8.4 Dispute resolution

- 8.4.1 In case of a significant difference of opinion between the examiners and moderators concerned (to such an extent that it remains unresolved whether you have passed or failed), the chair, head, or director of the department or centre shall call a meeting with the dean or the centre's division head and a senior academic staff member appointed by the dean or the centre's division head, as well as, in the case of the Faculty of Medicine and Health Sciences, the relevant examination committee.
- 8.4.2 This ad hoc committee, chaired by the dean or the centre's division head, shall take a final

and binding decision which should be communicated in writing to the relevant Faculty Administrator, who should correct the particular final mark, if so decided by the ad hoc committee.

## 8.5 Condonation of final mark

- 8.5.1 Save for the scenarios described above, the final mark achieved by you (including condonation of the mark) shall be determined and confirmed by the dean or the centre's division head, in consultation with the relevant chair, head, or director of the department or centre, or the examination committee. Deans may delegate their duties in this regard to a vice-dean.

## 9. Repeating a module

- 9.1.1 When repeating a module, all the previous marks used for you for the particular module shall lapse, and you shall be required to repeat the attendance of all the contact sessions and assessments of the module concerned as if attending it for the first time. However, the chair, head, or director of the module's home department or centre (or their delegate) may grant exemption from any attendance or other requirements, subject to the home faculty's or centre's assessment rules. Such concessions may involve using marks from a previous attempt for elements exempted when the repeating attempt. When granting such concessions, it must be communicated to you in writing.
- 9.1.2 Please note: Such exemption from attendance or other requirements of a module does not in any way exempt you from the requirement of registering for the module as a full-time student, nor from paying the normal fees and levies associated with that module.
- 9.1.3 All of your registrations for a module and the corresponding final marks shall be reflected on your academic transcripts. You may only repeat a module passed previously if granted permission by the dean or director of the your programme's home faculty or centre (or their delegate), after consultation with the chair, head, or director of the module's home department or centre.

## 10. Promotion

### 10.1 Obtaining a degree, certificate or diploma

- 10.1.1 For the purpose of determining whether you are to be awarded a degree, certificate, or diploma, you must comply with the residential and class attendance requirements and pass all the modules that form part of the curriculum of the relevant degree, certificate, or diploma programme.
- 10.1.2 No postgraduate degree, diploma, or certificate will be awarded to you during the December graduation ceremonies or the March or April graduation ceremonies of the subsequent year, if you were not registered before June for the year concerned. If you were not registered before June for the year concerned, you may obtain a declaration confirming that all the requirements for award of the qualification have been met, and that it will be awarded in December of the following year, on condition that you have registered in time for the year in which the qualification is to be awarded, and have paid all the relevant fees.

### 10.2 Recognition of other universities' credits

- 10.2.1 Modules that you passed at another university may be recognised by the University subject to the conditions as determined by the SU "Policy for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)", the relevant faculty's RPL/CAT procedures and the relevant faculty's part of the Yearbook.
- 10.2.2 Every application for such recognition shall be considered on its own merits.

### 10.3 Obtaining a degree, certificate or diploma with distinction

- 10.3.1 For the purpose of determining whether you are to be awarded a degree, certificate or diploma with distinction (cum laude), your aggregate (P) over the normal duration of the programme shall be calculated in accordance with the following formula:

$$P = [A(1) + A(2) + \dots + A(n)]/n$$

where P represents your average performance over the normal duration of the programme, n represents the number of years of study prescribed for the instructional programme concerned and the series A(1), A(2) ... A(n) represents your respective credit weighted averages of the various sets of final marks of all the prescribed modules obtained by you for the first, second, ... and nth such year of study, provided that:

- 10.3.1.1 If you have repeated a module, only your last attempt for a particular module is taken into account.
- 10.3.1.2 If you have completed credits elsewhere or in a previous programme, with recognition awarded to you for such credits, instead of a module in the programme considered here, in accordance with the relevant credit accumulation and transfer (CAT) procedures, the mark you obtained for your particular prior studies shall be used.
- 10.3.1.3 If you were exempted from a module due to prior learning for which no mark was awarded, or was exempted for other reasons, the exempted module shall be omitted from the calculation.
- 10.3.2 Except in the instances mentioned hereafter, you shall obtain a degree, certificate or diploma with distinction if:
- 10.3.2.1 the value of P is not less than 75 and
- 10.3.2.2 the value of A(n) is not less than 75, and
- 10.3.2.3 if you passed all the required modules in the minimum prescribed number of years.
- 10.3.3 A weighted average for the year of between 74,5% and 75% is rounded up to 75%, provided that such cases will always be dealt with in consultation with the dean or the centre's division head concerned.
- 10.3.4 Duly completed modules are not taken into account in the calculation of the weighted average for a year.
- 10.3.5 Please refer to par. 2.12.7 regarding occasional modules when determining whether a degree should be awarded with distinction.
- 10.3.6 If you are a student in the Faculty of AgriSciences, you shall obtain a degree with distinction if:
- 10.3.6.1 the value of P is not less than 75 and
- 10.3.6.2 the average of your various final marks for your respective major subjects, regardless of the year of study in which you have taken these subjects, is not less than 75.
- 10.3.7 For the postgraduate LLB degree, only the marks for those modules that are prescribed for LLB II and LLB III shall be taken into account in the calculation of a pass with distinction, and the weighted minimum average required shall be 75%.
- 10.3.8 In the case of degrees of bachelor honours and of master's degrees (except MMed), you shall be awarded the degree with distinction if you obtain a final mark of not less than 75 in the programme's overall final mark.
- 10.3.9 In the case of the MMed degree, you shall pass with distinction if you obtain a final mark of not less than 75 in your major subject.
- 10.3.10 In the case of the BEdHons degree, you shall pass with distinction if you obtain a weighted average final mark of not less than 75 and a final mark of not less than 75 in at least four of the modules.
- 10.3.11 In the case of the Postgraduate Certificate in Education in Further Education and Teaching Training (PGCE [FETT]), the following modular weights shall be used in the calculation of pass with distinction:
- |  |      |
|--|------|
| Academic Language Development and Awareness (8)        | 0,06 |
| Curriculum Studies (8)                                 | 0,06 |
| Educational Leadership and Management (6)              | 0,04 |
| Educational Psychology (8)                             | 0,06 |
| History and Sociology of Education (8)                 | 0,06 |
| Philosophy of Education (8)                            | 0,06 |
| Practical Learning (32)                                | 0,3  |
| Sustainable Living (6)                                 | 0,04 |
| Teaching specialization 1 (20)                         | 0,16 |
| Teaching specialization 2 / Advanced Study module (20) | 0,16 |
| Total  | 1,00 |
- 10.3.12 You shall pass with distinction if, in addition to complying with all the other prescribed requirements, you obtained a final mark of not less than 70 in Practical Learning (32).
- 10.3.13 A doctoral degree is not awarded with distinction.



# Postgraduate qualifications

## 1. Changing from one subject/field of study to another

### 1.1 General

In the absence of clear provisions or directives in the University Yearbook, the following provisions shall apply:

- 1.1.1 If you have obtained an Honours degree in a particular subject/field of study, you may be admitted to a Master's programme in another subject/field of study, provided that you shall for obtaining your first Bachelor's degree have taken such other subject/field of study as a major subject, and provided further that the subject/field of study of the proposed Master's programme shall, in the opinion of the faculty board concerned, be sufficiently closely related to the subject/field of study taken for the said Honours degree. In the case that you change from one field of study to another, due account shall be taken of the presumption that (on the thesis approach) your studies at the Master's level are to entail greater depth and/or breadth relative to your previous training.
- 1.1.2 In the case of the Doctorate (the degree of Doctor), the acceptability or otherwise of a change in registration from one subject/field of study to another shall be judged by Senate on an ad hoc basis, provided that it shall be borne in mind to what extent the designation of the degree eventually conferred may be misleading from an employer's point of view, and that every possible effort shall be made to ensure that any Doctorate is awarded to a student in that subject/field of study in which they obtained prior postgraduate degrees.
- 1.1.3 That, in cases where you, as a Master's or doctoral student, wish to register for qualifications in a different faculty than that in which you undertook your undergraduate studies, it would be permissible to deviate from the historical convention at the University, namely that you should register for postgraduate degrees in the faculty in which your earlier qualification(s) was(were) obtained, and that, as a postgraduate student, you henceforth may register in the faculty or the department that will supervise the study for the postgraduate degree. Under exceptional circumstances, if motivated and recommended by a faculty board, you may in fact be permitted by Senate to register for (an) postgraduate degree(s) in the faculty in which your earlier qualification(s) was(were) obtained.

### 1.2 Conversion from master's to doctorate

The following rules shall be applicable to the conversion of registration for a master's degree to a doctorate and shall be applied consistently across the University:

That, in deserving cases, and with due regard to your best interests as the student concerned, the conversion of your registration for the degree of Master requiring a full thesis into a registration for the Doctorate may be considered and communicated to the EC(S) and Senate by the board of the relevant faculty, provided that:

- 1.2.1 you shall have been registered for the Master's study for not less than the minimum duration (one year) for the degree of Master;
- 1.2.2 you shall have shown exceptional progress with their research;
- 1.2.3 in the course of the work done for your Master's study, there shall have emerged new and original insights which warrant further inquiry at the Doctoral level;
- 1.2.4 the work done for your Master's study shall have been such that it exceeds the conventional Master's study in scope and justifies further investigation at the Doctoral level;
- 1.2.5 the results of the work done for your Master's study shall preferably already have been submitted for publication in a learned journal of high quality;
- 1.2.6 the timeline for the supervisor to initiate the conversion is at the discretion of each faculty with the proviso that the timeframe for completing a doctoral degree programme that was registered after a successful conversion shall not exceed the total cumulative time allowed for a Master's degree plus a doctoral degree, i.e., five years;
- 1.2.7 the proposal for such conversion shall be initiated by the supervisor, who shall make a request to the departmental chair. If the chair supports the request, the chair shall direct the request to the dean. (Where the supervisor is themselves the departmental chair, the supervisor shall make the request to the dean directly.) The dean (or delegated vice-dean) shall approve a committee of three or four members whose subject expertise equips them to judge the request. One of the members shall not be a staff member of Stellenbosch University. You, as the student, after consultation with your supervisor, shall compile a brief report containing (i) a report of the progress you made with your Master's study and (ii) a



submission on the proposed Doctoral study, consisting of, among others, a detailed protocol containing full information on the hypothesis(es), literature review, material for and technique of the study, viability and ethical implications of the study. The committee shall consider the report and make a recommendation for consideration by the faculty board;

- 1.2.8 no proposal for conversion of a Master's study to the Doctorate post the initiation of the Master's thesis examination process shall be considered;
- 1.2.9 because conversion is a choice, you, as student, must accept the offer of conversion before your registration shall be amended accordingly;
- 1.2.10 in the event that you, after conversion to the Doctorate, do not complete the doctoral degree programme, no reversion to the Master's degree shall be permitted. You shall be required to deregister from the Doctorate and apply anew for admission to a Master's degree programme;
- 1.2.11 before the Doctorate may be awarded to you, you shall have been registered for the degrees of Master and Doctor jointly for a total of not less than three years of which at least one year shall have been for the Doctorate;
- 1.2.12 in cases where written examinations are required for your Master's study, you shall have taken and passed all such examinations before the Doctorate may be awarded to you; and
- 1.2.13 the conversion shall always only take place at the start of a new academic year, before the closing date for doctoral programmes' registration, as published in the University Almanac.

## 2. The degree of bachelor honours and the postgraduate diploma

### 2.1 Statutory requirements

The University may confer a degree of Bachelor Honours or a postgraduate diploma upon you if you have been registered as a student of the University for the degree or postgraduate diploma concerned for not less than one year since a primary degree of Bachelor, as approved by Senate for such purpose, was awarded to you.

In the case of a postgraduate diploma, you may achieve the required level of competence in a way other than obtaining a degree of Bachelor and be considered for admission to the postgraduate diploma via a faculty's policy on the Assessment and Recognition of Prior Learning (ARPL).

### 2.2 Admission

If you are a prospective student for the degree of Bachelor Honours or for a postgraduate diploma, you shall make application in writing for admission to the required study.

### 2.3 Further requirements

See the respective faculties' parts of the University Yearbook.

## 3. The degree of Bachelor of Education Honours (BEdHons)

### 3.1 Statutory requirements

The University may confer the degree of Bachelor of Education Honours upon you if, subsequent to your first registration as a matriculated student of the University, you have completed for such degree a period of attendance of not less than five years (one year for the honours and four years for the qualification(s) providing admission to the honours), provided that, as a candidate, you shall in addition satisfy one of the requirements stated below:

- 3.1.1 The degree of Bachelor of Arts or of Science or some other degree accepted by Senate as equivalent thereto, and also an approved diploma or certificate of Education, shall have been awarded to you not less than one year prior to the aforesaid period of attendance. As a candidate, you can, prior to admission, be subjected to selection.
- 3.1.2 Recognised four-year post-secondary training, including a professional teaching qualification, and the successful completion of supplementary study in Education, if deemed necessary. As a candidate, you can, prior to admission, be subjected to selection.

### 3.2 Further requirements

Consult the Yearbook part of the Faculty of Education (Part 6 of the University Yearbook).

## 4. The degree of Bachelor of Laws (LLB)

### 4.1 Statutory requirements

The University may confer the degree of Bachelor of Laws upon you if, subsequent to your first registration as a matriculated student of the University, you have completed for such degree a period of attendance of not less than four years.

### 4.2 Admission

If you are a prospective student for the degree of Bachelor of Laws, you shall make application in writing for admission to the prescribed study. Each such application shall be considered on its merits based on a selection process.

### 4.3 Further requirements

Consult the Yearbook part of the Faculty of Law (Part 8 of the University Yearbook).

## 5. The degree of Master

### 5.1 Statutory requirements

Please note: These requirements are based on the new Higher Education Qualifications Sub Framework (HEQSF). However, for some Master's programmes that are being phased out, it may be necessary to apply earlier rules for a certain period of time as a bridging measure.

- 5.1.1 The University may confer the degree of Master upon you if you have been registered as a student of the University for the degree concerned for not less than one year since the conferment upon you of a four-year Bachelor's degree at NQF level 8, or of a Bachelor's degree honours, or of a postgraduate diploma at NQF level 8, approved by Senate for such purpose; or since your having in some other manner attained a standard of competence in your particular field of study deemed by Senate to be adequate for such purpose, and have met the requirements for a pass for such degree; with the following exception:
- 5.1.1.1 In the Faculty of Medicine and Health Sciences, the University may confer the degree of Master of Medicine (MMed) upon you if a period of not less than four or five years (depending upon your major subject) has elapsed since your first registration for the said degree, provided that such first registration shall have taken place after a period of not less than two years or one year (depending upon your major subject) had elapsed:
- o since the conferment upon you by the University of the degree of Bachelor of Medicine and of Bachelor of Surgery, or
  - o since you having obtained some other degree or qualification deemed by Senate to be of an adequate standard; and
  - o after you have registered with the Health Professions Council of South Africa as a medical practitioner;
- 5.1.2 Complete admission requirements for all Master's programmes are given in the Yearbook Part for each faculty.

### 5.2 Admission

#### 5.2.1 General

If you are a prospective student for the degree of Master, you shall apply in writing for admission to the proposed study.

The University accepts that if you, as a prospective student, are in the employ of an organisation other than the University, you shall, prior to admission to a programme of study for the degree of Master, obtain your employer's permission to register for the said programme of study for the degree of Master.

#### 5.2.2 Publication of theses and research assignments

As a registered student for the degree of Master, you are subject to the University's regulations concerning the publication of theses and research assignments (see 5.10 below for the provisions in this regard).

#### 5.2.3 Consent as to information from external sources

If you intend to make use of information from sources outside the University's control in your programme of study for the degree of Master, you shall, prior to admission to such programme, submit – if the University so requires – a written statement of the conditions on which the organisation concerned is prepared to permit you to use the said information.

## **5.2.4 Code of conduct guiding the relationship between supervisor and Master's student conducting research**

See par. 7 of this chapter.

## **5.3 Annual reporting**

### **5.3.1 Candidate's obligation**

If you are a student for the degree of Master, you shall have an obligation to keep your supervisor informed of how your research is progressing.

### **5.3.2 Written reports**

In cases where your supervisor may deem it necessary (as where sustained contact with you is not possible), the supervisor shall have the right to require one or more written reports, as may be necessary, from you.

### **5.3.3 Departmental reports**

Departments shall report to the faculty annually on the progress of students engaged in research for degree purposes.

### **5.3.4 Reminder by the dean**

If a department's annual report shows that you are not making satisfactory progress, or have failed to report on your progress or lack thereof, the dean shall in a formal letter remind you of your above-said obligation.

## **5.4 General provisions for Master's research assignments and Master's theses**

The following general rules and requirements apply to Master's research assignments and Master's theses:

### **5.4.1 The only recognised terminology for thesis/research assignment**

- a) The terms 'thesis' and 'research assignment' shall be the only officially recognised terms for referring to the product of research for Master's studies.
- b) In cases where study is prescribed in addition to a treatise and the treatise (including the oral presentation thereon):
  - contributes a weight of 50% or more of the final mark, the treatise shall be referred to as a 'thesis' and shall be dealt with as such;
  - in contrast, a treatise shall be referred to as a 'research assignment' if it (including the oral presentation thereon) contributes less than 50% of the final mark.
  - The research assignment may not be weighted less than one third – or less than 25% in exceptional and specially approved cases – of the Master's studies, and consequently of the final mark.
- c) All theses are required to be submitted electronically using SUNScholar (<http://scholar.sun.ac.za>), the digital research archive of the University (see par. 5.6 and 5.7 further on for the provisions regarding examination and final submission of theses), once they have been examined and before graduation. The instructions for using SUNScholar for the submission of the final product, after the examination process has been completed, are available at <http://library.sun.ac.za>.

### **5.4.2 Faculty-specific provisions**

Besides the provisions made and the requirements laid down in this Part of the University Yearbook, a faculty may have specific provisions and requirements of its own for Master's research assignments and Master's theses. Such further faculty-specific provisions and requirements, if any, are set out in the appropriate faculty's Part of the University Yearbook and/or its manual "Guidelines for Postgraduate Training", should a faculty have such a document. Consult the various faculty administrators in the Admin A Building (Stellenbosch Campus) in this regard.

### **5.4.3 Composition of the Master's degree**

The Master's degree subsequent to a Honours degree or postgraduate diploma, may be awarded on the basis of a thesis or a research assignment, plus postgraduate modules and, if necessary, such additional study as a particular department may prescribe. See par. 5.6.7 further on for information on the oral presentation.

#### **5.4.3.1 Master's degree by thesis**

In cases where only a thesis is required, and no additional postgraduate submodules, the final mark for the Master's degree shall be determined on the basis of the thesis and of an oral presentation.

### 5.4.3.2 Master's degree on the basis of theoretical work and a thesis

In cases where theoretical work – in the form of postgraduate submodules and, depending on the situation, possibly also additional reading/assignments – and a thesis are prescribed, the thesis (including the oral presentation thereon) shall amount to a weight of not less than 50% of the final mark.

### 5.4.3.3 Master's degree on the basis of theoretical work and an assignment

In cases where theoretical work – in the form of postgraduate submodules and, depending on the situation, possibly also additional reading/assignments – and a research assignment are prescribed, the assignment (including the oral presentation thereon) shall amount to a weight of less than 50% of the final mark, but to no less than one third, or to no less than 25% in exceptional and specially approved cases, of the final mark.

## 5.5 Supervisor/co-supervisor(s), examiners and moderators

### 5.5.1 Definitions

#### 5.5.1.1 Internal and external

A person is internal if they are an employee of Stellenbosch University. A person is external if they are not an employee of Stellenbosch University, provided that professors extraordinary and honorary professors of the University do not qualify to be nominated as external examiners, but may be appointed as internal examiners and remunerated as such. In all cases, a minimum of two years must have passed since a person's retirement, accelerated retirement, or leaving of SU's service, before said person may be appointed as external examiner or moderator.

#### 5.5.1.2 Unattached

A person is unattached if they have not been involved in the elaboration of the thesis in question.

#### 5.5.1.3 Examiners and moderators

The examiners are the unattached persons who are involved in the examination of a Master's programme where a thesis (see par. 5.4.1 for the definition of a thesis) is required. (See also par. 5.5.3 in this regard.)

In the case of a Master's programme for which theoretical modules and (a) research assignment(s) is/are required, the term 'moderators' is used instead of 'examiners', and the nomination of moderators and the assessment of modules and research assignments is done according to the "Rules for Internal and External Moderation", which are available on the website of the Institutional Research and Planning Division.

In the case of a Master's programme where theory modules and a thesis are required, the theory modules are assessed by a moderator or moderators and the thesis examined by examiners.

#### 5.5.1.4 Supervisor's report

Your supervisor, and where applicable also your co-supervisor(s), compiles a report in order to provide the panel that has to assess the examiners' reports (see par. 5.6.6) with insight into the course of the process that culminated in the production of your thesis. The following aspects could be included in the report:

- The context in which your study was undertaken;
- The methodological setup according to which your study was undertaken and within which the study should be assessed;
- To what extent you worked independently;
- Problems that you experienced with regard to the collection of information;
- Any other aspect that could have implications for the final assessment of and allocation of a mark for your thesis, particularly if a pass with distinction is a possibility.

The supervisor's report is only made available after the examiners have submitted their own reports, including recommendations regarding the final mark to be allocated. (See also par. 5.6.6 further on.)

### 5.5.2 Supervisor(s) and co-supervisor(s)

When you are admitted to a Master's programme, the department concerned must appoint a supervisor for you. The supervisor for your Master's thesis need not be a member of the University's staff, provided that, if they are not, there shall be a co-supervisor who is a member of the University's staff. If your supervisor is a member of the University's staff, either another such member or an external person may be appointed co-supervisor, if a co-supervisor is required for the study.

Your supervisor/co-supervisor(s) do not act as examiners of your Master's thesis. Your supervisor/co-supervisor(s) do, however, submit a supervisor's report (see par. 5.5.1.4) and participate in an elucidatory capacity in the discussions of the assessment panel (see par. 5.6.6) and during the oral presentation (see par. 5.6.7).

### 5.5.3 Examiners

- a) There shall be at least two examiners for a Master's thesis.
- b) The examiners shall consist of an unattached internal examiner and an unattached external examiner, or alternatively of two unattached external examiners, if the faculty board finds the latter option acceptable. (See par. 5.5.1 for definitions of "internal", "external" and "unattached".)
- c) The examiners shall be appointed by the faculty board on the recommendation of the department concerned.
- d) The names of the examiners shall be submitted, simultaneously and well ahead of time, via the departmental chair in consultation with your internal supervisor or, in the case of an external supervisor, with your internal co-supervisor, to the relevant faculty board for approval.
- e) The faculty board reports the appointments to Senate by means of the Communications Report, which shall include the name(s) of your supervisor and of your co-supervisor(s), where applicable.
- f) Each examiner submits a report on the thesis as specified in the relevant faculty-specific guidelines for the examiners of Master's theses.

As a candidate for the degree of Master, you shall under no circumstances communicate with your unattached examiners about your theses.

## 5.6 Examination (excluding MMed)

### 5.6.1 Number of copies for examination

- a) When you, as the candidate, present yourself for examination, you shall lodge with your faculty one loose-leaf copy and/or electronic copy, depending on what the individual supervisor(s)/ examiners concerned prefer, of your thesis for each of the supervisor/co-supervisor(s) and examiners concerned.
- b) If the external examiner(s) prefer a hard copy(ies), the copy(ies) for the external examiner(s) shall be sent at your expense.

### 5.6.2 Technical requirements for copies

Both the typing and the title page of the above-said copies for examination shall comply with the requirements set forth in par. 5.7 below.

### 5.6.3 Illustrations

If your thesis contains illustrations (maps, drawings, etc.), your supervisor and examiners may require one copy with original illustrations to be submitted.

### 5.6.4 Faculty-specific procedures

As a candidate, you should acquaint yourself with the faculty-specific procedures for the submission of an research assignment or thesis for examination. Such procedures are set out in the faculty's Part of the University Yearbook and/or in the faculty's manual 'Guidelines for Postgraduate Training', where the faculty has such a document. Consult the relevant faculty administrator in the Admin A Building (Stellenbosch Campus) in this regard.

### 5.6.5 Closing dates for submission for examination

In order to enable the examination process to be completed on time, you must, subject to faculty-specific provisions (see par. 5.6.4 above), submit the requisite number of copies of an research assignment or thesis for examination as follows:

- 5.6.5.1 with a view to the December graduation ceremonies, prior to 1 September; and
- 5.6.5.2 with a view to the March graduation ceremonies, prior to 1 November.

### 5.6.6 Dealing with the reports of the examiners

The reports of the examiners and the report of your supervisor/co-supervisor(s) (see par. 5.5.1.4) for the definition of a supervisor's report) are dealt with by an assessment panel, which is appointed, and by means of a procedure, as determined by the board of each faculty. Your supervisor, and/or co-supervisor(s) where applicable, is/are normally involved in an elucidatory capacity, but is/are not members of the assessment panel, and the final decision is reached in the absence of your supervisor(s). Your supervisor's report is only made available after the examiners have submitted their own reports, including recommendations regarding the final mark to be allocated.

### 5.6.7 Oral presentation

- a) As a Master's candidate, you shall deliver an oral presentation, with the exception where a department, with the approval of the faculty board concerned, or its delegate, views an oral presentation as unnecessary.
- b) The oral presentation may deal with your thesis or research assignment, or with your knowledge of the subject in general, or with both of these topics.
- c) The oral presentation shall normally be attended by at least the members of the assessment panel, the available examiners/moderators, your supervisor, and your co-supervisor(s) where applicable.

### 5.6.8 Determining the final mark for a thesis/Master's programme

- a) When the assessment panel determines your final mark for a thesis/Master's programme, account shall be taken of the following marks:
  - the marks allocated for the thesis by the internal and external examiners;
  - the oral presentation, if applicable; and the marks allocated for theoretical modules, where applicable, and
  - the supervisor's report shall also be taken into account.
- b) The dean should ensure that the examiners and your supervisor(s) receive written feedback on the result.
- c) Each faculty board determines its own mechanism for dealing with possible disputes.

## 5.7 Provisions as to the format, final submission, duplication and binding of master's theses (excluding MMed)

### AFRICAN SUN MeDIA

Facilities for the duplication and binding of theses are available on the campus. Full information about these may be had from AFRICAN SUN MeDIA in the Admin A Building (ABA 1081) on the Stellenbosch Campus, as well as from [www.africansunmedia.co.za](http://www.africansunmedia.co.za).

### 5.7.1 Product to be submitted

- a) Each Master's thesis is required to be submitted electronically using SUNScholar (<http://scholar.sun.ac.za>), the digital research archive of the University, once it has been examined and before graduation. The instructions for the submission of the final product are available on the Stellenbosch University Library website at <http://library.sun.ac.za>. (See also par. 5.4.1 in this chapter for the definition of a Master's thesis.)
- b) If your thesis is awarded at least a pass mark on examination, you must thereafter ensure that the text complies with all the applicable requirement as contained in this section (5.7). Only then may your supervisor/co-supervisor certify the text to be final. A text that complies with the requirements and has been certified as such is known as "the master copy for submission".

### 5.7.2 Alterations compulsory in master copy/copies

Before your supervisor/co-supervisor(s) can give final approval of your thesis for electronic submission using SUNScholar, you shall, in the master copy/master copies, make or cause to be made, to the satisfaction of your supervisor/co-supervisor(s), all alterations considered by your supervisor/co-supervisor(s) and examiners to be necessary.

### 5.7.3 Abstracts compulsory

See par. 5.4.1 for the definitions of theses and research assignments.

- 5.7.3.1 All Master's theses must be submitted electronically to SUNScholar (see par. 5.4.1, par. 5.7.1), and must contain an abstract (summary) of no more than 500 words in the language of the thesis. You may include additional abstracts in other languages of no more than 500 words each – in the case of joint degrees with international partner institutions, in the language(s) prescribed by an agreement. The abstract(s) must be placed on the page(s) immediately following the title page(s) and the author's declaration. Where a thesis does not contain abstracts in either English or Afrikaans, the Language Centre will provide the translated abstract(s) to SUNScholar for upload alongside the existing abstract(s) before or after graduation.
- 5.7.3.2 Master's research assignments may be submitted electronically to SUNScholar. Research assignments that are submitted to SUNScholar must adhere to the provisions in par. 5.7.3.1.



## 5.7.4 Requirements for typewriting

Your Master's thesis shall be typed as follows:

- 5.7.4.1 in Cambria or Calibri font, in letters of not less than 10 font and not more than 12 font,
- 5.7.4.2 with spacing between lines of either double spacing or one-and-one-half spacing or single spacing, and
- 5.7.4.3 with a blank border of not less than 2 cm in width around the whole of the typewritten portion.

## 5.7.5 Compulsory information on the first four pages of the thesis

The title (first) page of your thesis shall be presented as set out in par. 5.7.5.1 to 5.7.5.3, and the second page as set out in par. 5.7.5.4 to 5.7.5.5. These pages are followed by the English and Afrikaans abstracts of not more than 500 words each on pages three and four.

Please note: For your final thesis (after the examination process), you must use the official SU thesis Title Page template (available at <https://library.sun.ac.za/thesisdissertation>) that contains the University primary logo and branding design.

The University's corporate logo features on the title page of the final thesis to establish the institution's conferral of the degree and may not be placed on any other page of the thesis. The University's ownership of intellectual property is established by the declaration and copyright notice on the second page of the thesis (see par. 5.7.5.4 and 5.7.5.5).

### 5.7.5.1 In the top third of the first page

the title of the thesis and, directly below this, your (the author's) full names and surname;

### 5.7.5.2 Below the author's name and surname on the first page

a suitably completed version of the thesis wording indicated below:

English set wording:

"Thesis presented in partial (please note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University". (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "This thesis has also been presented at ..... (state the name of the other university here) in terms of a joint-/double-degree agreement.")

Afrikaans set wording:

"Tesis ingelewer ter gedeeltelike (please note: the term 'gedeeltelike' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) voldoening aan die vereistes vir die graad Magister in ..... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch" (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "Hierdie tesis is ook ingedien by die ..... (state the name of the other university here) in terme van 'n gesamentlike-/dubbelegraad-ooreenkoms.");

and

If you received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

### 5.7.5.3 At the bottom of the first page

the name(s) of your supervisor/co-supervisor(s) and the proposed date of award of the degree (month and year), e.g. either December or March.



### 5.7.5.4 Declaration on the second page

In the upper half of the second page of your thesis, you shall place the following (please note that you must not place your signature underneath the declaration, as a signature in the public domain may be abused):

English set wording:

"DECLARATION

By submitting this thesis electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification. (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "This thesis has also been presented at .....(state the name of the other university here) in terms of a joint-/double-degree agreement.")

Date:....."

Afrikaans set wording:

"VERKLARING

Deur hierdie tesis elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie. (please note: If the thesis forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "Hierdie tesis is ook ingedien by die ..... (state the name of the other university here) in terme van 'n gesamentlike-/dubbelegraad-ooreenkoms.")

Datum:....."

### 5.7.5.5 Copyright

You shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

In English theses:

Copyright © 2024 Stellenbosch University

All rights reserved

In Afrikaans theses:

Kopiereg © 2024 Universiteit Stellenbosch

Alle regte voorbehou

### 5.7.5.6 English and Afrikaans abstracts on pages three and four

The English and Afrikaans abstracts of not more than 500 words each must be placed on pages three and four.

## 5.7.6 Responsibility of the candidate and supervisor/co-supervisor with regard to the provisions of par. 5.7.5

The candidate shall be responsible for ensuring that the first four pages of the thesis comply with the provisions of par. 5.7.5 and the supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 5.7.8 regarding electronic submission.)

### 5.7.7 Wording on the spine

- a) On the spine of the bound thesis (for the candidate's personal possession and/or if the supervisor/co-supervisor requests a bound copy) must be printed your (the author's) initials and surname and the assignment/thesis title.
- b) If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, March or December) and year of award of the degree.
- c) If AFRICAN SUN MeDIA is to be used as the provider of the bound copies, this information must be provided in full when the master copy of the thesis is furnished electronically.

### 5.7.8 Furnishing in electronic format

- a) The master copy of the thesis for SUNScholar (<http://scholar.sun.ac.za>) must be submitted electronically in PDF format.
- b) During this submission process, your supervisor shall be given the option of holding the

thesis back from being released on the open website for a period of no longer than six months in order to provide an opportunity for publication.

- c) Full particulars regarding the PDF format, as well as the process to be followed, are provided on the Stellenbosch University Library's website at <http://library.sun.ac.za/>.

### **5.7.9 Copies for supervisors/co-supervisors**

- a) You shall hand one copy of the master copy of your thesis to (each of) your supervisor/co-supervisor(s), if your supervisor/co-supervisor(s) request a copy.
- b) Your supervisor/co-supervisor(s) could request an electronic copy instead of a bound copy.
- c) You are responsible for the production, cost and furnishing of the bound copy to your supervisor/co-supervisor(s), should a bound copy be requested.

### **5.7.10 Texts duplicated and/or bound elsewhere**

- a) For quality assurance purposes, the University prefers that the facilities of AFRICAN SUN MeDIA are used for the duplication and binding of copies of your thesis for yourself and when bound copies are required by your supervisor/co-supervisor(s).
- b) Should you, as a Master's candidate, not make use of the duplication and binding facilities of AFRICAN SUN MeDIA, you will be responsible for ensuring that quality and correctness are maintained.

### **5.7.11 Dates for submission**

The final dates for the electronic furnishing of the master copies of theses with a view to the December and March graduation ceremonies are provided annually in the University's almanac.

## **5.8 Fees payable**

You, the candidate, shall be liable for the cost involved in the duplication and binding of the bound copies of the thesis for yourself and for your supervisor/co-supervisor(s), should the latter require bound copies.

## **5.9 Procedure for sensitive master's research assignments and theses**

On this, please consult par. 6.14 below, 'Sensitive dissertations, theses and research assignments'.

## **5.10 Publication of master's research assignments and master's theses**

The current policy relating to the ownership of any intellectual property (e.g. copyright), which is created within the normal course and scope of your studies at the University shall apply likewise to you as a student for the degree of Master.

As a candidate for a Master's degree, you shall complete a research assignment or a thesis, and if the research assignment or thesis is not otherwise published within three years after you qualified for the degree, the University shall have the right to publish such research assignment or thesis (or part thereof) without financial reward to you, the candidate. For a classified research assignment or thesis, the start of the above-said period of three years is calculated from the date of declassification.

### **Permission for publication**

Permission for publication shall be obtained from your supervisor. The foregoing rule applies within the context of the University's policy of encouraging you as a Master's candidate to publish your research results and/or otherwise make these results known before or after submission of your research assignment or thesis.

Departmental chairpersons should request authors and co-authors to publish journal articles under the address of the University as far as possible.

### **Published assignment or thesis**

When a Master's research assignment or Master's thesis, as approved by the University, is published, the following two (2) items shall appear on the title page:

#### **Item 1:**

The 'Research assignment' wording or the 'Thesis' wording shown below, whichever may be appropriate, represented in a suitably completed version:

English set wordings:

"Thesis/Research assignment presented in partial (please note: the term 'partial' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) fulfilment of the requirements for the degree of Master of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University";

and

If you, as the student concerned, received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemeer erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

Afrikaans set wordings:

"Navorsingswerkstuk/Tesis ingelewer ter gedeeltelike (please note: the term 'gedeeltelike' is used in this wording only if it is not a 100% thesis, or if it is a 100% thesis but an oral examination is also required to complete the programme) voldoening aan die vereistes vir die graad Magister in ..... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch."

**Item 2:**

both the year and the month of submission.

**Mention in preface**

Where a thesis/research assignment, as published, in the opinion of the department concerned has been materially altered, the aforesaid wording on the title page shall be replaced by a suitable mention in the preface.

## 6. The doctorate (= the degree of Doctor)

- a) Please note: These stipulations are based on the Higher Education Qualifications Sub Framework (HEQSF).
- b) The research report as contained in your doctoral dissertation is the only document that is examined with a view to the awarding of a doctoral degree at SU. Coursework may be required as part of a doctoral study programme, but is not credit-bearing and is therefore not taken into account during the examining of your dissertation and the determining of the final result.
- c) As a doctoral candidate – and especially as a candidate for whom an execution/creative component forms part of your doctoral studies – you must throughout consult the relevant faculty Yearbook part for faculty-specific rules/requirements.
- d) In the case of senior doctoral degrees, referred to in par. 6.1 below, one or more learned works that have been already published and that are of a high standard, making a contribution of substance and of high quality to the enrichment of the knowledge in the particular field of study, are required (see also in this regard par. 6.9. and specifically par. 6.9.5.4, further on, as well as the relevant faculty Yearbook part).

### 6.1 Basic faculty-specific provisions

The University may –

- 6.1.1 confer a degree of Doctor of Philosophy (PhD) upon you in the Faculty of Arts and Social Sciences, Science, Education, AgriSciences, Theology, Economic and Management Sciences and Military Science if you have been registered with the University as a student for a degree of Doctor of Philosophy for not less than two years since the conferment upon you of a degree of Master approved by Senate for such purpose, or since your having in some other manner attained in your particular field of study a standard of competence deemed by Senate to be adequate for such purpose;
- 6.1.2 confer the degrees of Doctor of Philosophy (DPhil) or Doctor of Literature (DLitt) (these are senior Doctorates) in the Faculty of Arts and Social Sciences upon you if you have been registered as a student for the senior Doctorate for not less than one year, after the conferment upon you of a degree of Doctor of Philosophy (PhD) (this is the first Doctorate) in the Faculty of Arts and Social Sciences of the University, or of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon you of the said first degree of Doctor of Philosophy (PhD), or of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.3 confer the degree of Doctor of Education (DEd) (this is the senior Doctorate) upon you in the Faculty of Education if you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you of a degree of Doctor of Philosophy in the Faculty of Education of the University, or since your having in

- some other manner attained in your particular field of study a standard of competence deemed by Senate to be adequate for such purpose, and at least five years have passed since the conferment upon you of the aforementioned degree of Doctor of Philosophy, or another degree or qualification deemed by Senate to be of a sufficient standard;
- 6.1.4 confer the degree of Doctor of Science (DSc) (this is the senior Doctorate) in the Faculty of Science upon you, if –
- 6.1.4.1 you have been registered with the University as a student for the senior Doctorate for not less than three years since the conferment upon you by the University of the degree of Master of Science, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than seven years has elapsed since the conferment upon you of the said degree of Master of Science or of some other degree or qualification deemed by Senate to be of an adequate standard; or
- 6.1.4.2 you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you by the University of the degree of Doctor of Philosophy in the Faculty of Science, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon you of the said degree of Doctor of Philosophy, or of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.5 confer the degree of Doctor of Science (DSc) (this is the senior Doctorate) upon you in the Faculty of AgriSciences, if –
- 6.1.5.1 you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you of the degree of Master of Science in Agriculture of the University or of another degree of Master in the Faculty of AgriSciences, or the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard; and
- 6.1.5.2 a period of not less than seven years has elapsed since the conferment upon you by the University of the degree of Master of Science in Agriculture or of another degree of Master in the Faculty of AgriSciences, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, provided that not more than five years shall need to have elapsed since the conferment upon you by the University of the degree of Doctor of Philosophy and in the Faculty of AgriSciences, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.6 confer the degree of Doctor of Laws upon you in the Faculty of Law, if you have been registered with the University as a student for a degree of Doctor for not less than two years since the conferment upon you of a degree of Bachelor of Laws approved by Senate for such purpose, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.7 confer the degree of Doctor of Theology (DTh) (this is the senior Doctorate) upon you in the Faculty of Theology if you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you of a degree of Doctor of Philosophy in the Faculty of Theology of the University, or another degree or qualification deemed by Senate to be of an adequate standard, and at least five years have passed since the conferment upon you of the aforementioned degree of Doctor of Philosophy, or another degree or qualification deemed by Senate to be of a sufficient standard;
- 6.1.8 confer the degree of Doctor of Commerce (DCom) (this is the senior Doctorate) upon you in the Faculty of Economic and Management Sciences, if –
- 6.1.8.1 you have been registered with the University as a student for the senior Doctorate for not less than three years since the conferment upon you of a degree of Master approved by Senate for such purpose, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than seven years has elapsed since the conferment upon you of the said degree of Master, or of some other degree or qualification deemed by Senate to be of an adequate standard; or
- 6.1.8.2 you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you by the University of the degree of Doctor of Philosophy in the Faculty of Economic and Management Sciences, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and if a period of not less than five years has elapsed since the conferment upon you of the said degree of Doctor of Philosophy, or of some other degree or qualification deemed by Senate to be of an adequate standard;
- 6.1.9 confer the degree of Doctor of Philosophy upon you in the Faculty of Engineering, if you have been registered with the University as a student for the degree of Doctor of Philosophy –

- 6.1.9.1 for not less than two years since the conferment upon you of the degree of Master of Engineering, or since your having in some other manner attained in your particular field of study a standard of competence deemed by Senate to be adequate for such purpose; or
- 6.1.9.2 for not less than three years since the conferment upon you of the degree of Bachelor of Engineering, or since your having in some other manner attained in your particular field of study a standard of competence deemed by Senate to be adequate for such purpose;
- 6.1.10 confer the degree of Doctor of Engineering (DEng) (this is the senior Doctorate) upon you in the Faculty of Engineering, if you have been registered with the University as a student for the degree of Doctor of Engineering for not less than one year and –
- 6.1.10.1 a period of not less than two years has elapsed since the conferment upon you by the University of the degree of Doctor of Philosophy in the Faculty of Engineering, or since your having in some other manner attained in your particular field of study a standard of competence deemed by Senate to be of an adequate standard; or
- 6.1.10.2 a period of not less than five years has elapsed since the conferment upon your by the University of the degree of Master of Engineering, or since your having in some other manner attained in your particular field of study a standard of competence deemed by Senate to be of an adequate standard; or
- 6.1.10.3 a period of not less than nine years has elapsed since the conferment upon you by the University of the degree of Bachelor of Engineering, or since your having in some other manner attained in your particular field of study a standard of competence deemed by Senate to be of an adequate standard;
- 6.1.11 confer the degree of Doctor of Philosophy upon you in the Faculty of Medicine and Health Sciences, if –
- 6.1.11.1 a period of not less than four years has elapsed since the conferment upon you by the University of the degree of Bachelor of Medicine and of Bachelor of Surgery, or since the conferment upon you of some other qualification deemed by Senate to be of an adequate standard; or
- 6.1.11.2 a period of not less than two years has elapsed since the conferment upon you by the University of the degree of Master of Science, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard; or
- 6.1.11.3 a period of not less than two years has elapsed since the conferment upon you of an appropriate degree of Bachelor of Science Honours in Medical Sciences directly subsequent to your obtaining at some university the degree of Bachelor of Medicine and of Bachelor of Surgery;
- 6.1.12. confer the degree of Doctor of Science (DSc) (this is the senior Doctorate) upon you in the Faculty of Medicine and Health Sciences, if –
- 6.1.12.1 you have been registered with the University as a student for the senior Doctorate for not less than three years since the conferment upon you by the University of the degree of Master of Science or the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than ten years has elapsed since the conferment upon you of the said degree of Master or other degree or qualification; or
- 6.1.12.2 you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you by the University of the degree of Doctor of Philosophy in the Faculty of Medicine and Health Sciences, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than five years has elapsed since the conferment upon you of the said degree of Doctor of Philosophy or other degree or qualification.
- 6.1.13 confer the degree of Doctor of Military Science (DMil) (this is the senior Doctorate) upon you in the Faculty of Military Science if you have been registered with the University as a student for the senior Doctorate for not less than one year since the conferment upon you by the University of the degree of Doctor of Philosophy in the Faculty of Military Science, or since the conferment upon you of some other degree or qualification deemed by Senate to be of an adequate standard, and a period of not less than five years has elapsed since the conferment upon you of the said degree of Doctor of Philosophy or other degree or qualification.

## 6.2 Admission

- a) You shall apply in writing for admission to the doctoral studies. Each such application shall be considered by the relevant faculty board, and communicated to Senate.
- b) The University accepts that, if you are a prospective student who is in the employ of an organisation other than the University, you shall, prior to admission to a programme of study for the degree of Doctor, obtain your employer's permission to register for said programme



of study for the degree of Doctor.

- c) If you intend to make use of information from sources outside the University's control in your programme of study for the degree of Doctor, you shall, prior to admission to such programme, submit – if the University so requires – a written statement of the conditions on which the organisation concerned is prepared to permit you to use said information.
- d) Further specific details of admission in relation to Doctorates are set out in each faculty's Part of the Yearbook.
- e) Also see the code of conduct guiding the relationship between the supervisor and the Doctoral student in par. 7 later in this chapter.

### 6.3 Attendance (residence)

The prescribed requirements regarding attendance (residence) shall be as set forth in 6.1 above, provided that if you carry out research for the degree of Doctor at some other place, you –

- 6.3.1 shall in good time discuss your proposed study and research with your supervisor, in order that your competence and the scope of your proposed research may be determined;
- 6.3.2 shall undertake to discuss your research with your supervisor from time to time to your supervisor's satisfaction; and
- 6.3.3 shall, if your supervisor so requires, conduct part of your research at Stellenbosch.

### 6.4 Annual reporting

The requirements regarding annual reporting that are applicable to Master's students, as set out in par. 5.3 above, are also applicable mutatis mutandis to Doctoral students. See also par. 8.3 further on in this chapter for provisions applicable to Doctoral students.

### 6.5 Supervisor/co-supervisor(s)

- a) When the subject of your dissertation has been approved, a supervisor must be appointed for you as a Doctoral candidate. If necessary, (a) co-supervisor(s) may also be appointed for you. The subject of your dissertation, your supervisor and, where necessary, your co-supervisor(s) are approved by the relevant faculty board and is communicated by means of the Communications Report to the Executive Committee (Senate) and Senate.
- b) Your supervisor need not be a member of the University's permanent staff. If your supervisor is not, there shall however be appointed a co-supervisor who is a member of the University's permanent staff. If your supervisor is a member of the University's staff, either another lecturer at the University or a person external to the University may be appointed co-supervisor.
- c) Your supervisor, and your co-supervisor(s) where relevant, do not act as examiners of your dissertation and do not submit an examination report or examination reports on you and your dissertation. Your supervisor/co-supervisor(s) do, however, attend the oral examination with observer status.
- d) With regard to joint degrees, presented in collaboration with foreign universities, there are some foreign universities that require that your supervisor be a member of the joint examination panel. In such cases, SU supervisors and SU co-supervisors may be part of joint examination panels. These exceptions must be negotiated as part of the conclusion of agreements with foreign universities.

### 6.6 Examiners

- 6.6.1 There shall be at least three examiners of any dissertation. Such panel of examiners shall consist of three unattached examiners, of which at least two should be external examiners. A person is unattached if they were not involved in the elaboration of your specific dissertation. A person is external if they do not have a permanent or temporary appointment at the University. Faculties may set additional requirements regarding unattached external examiners, for instance that one external examiner shall be a person from outside South Africa. For the purposes of examination, professors extraordinary and honorary professors of the University do not qualify as external examiners but may be appointed as internal examiners and remunerated as such. In all cases, a minimum of two years must have passed since a person's retirement, accelerated retirement, or leaving of SU's service, before said person may be appointed as external examiner.

If your supervisor is a permanent staff member at the University, they shall well in advance of time approach suitable examiners and request whether your supervisor may nominate them to examine the dissertation and participate in your oral examination. Your supervisor shall submit the names of the available examiners to the relevant faculty board via the chair of the department concerned and the relevant faculty committee(s); otherwise your internal co-supervisor shall do so. The faculty board shall make the final decision regarding the approval

of the examiners and shall communicate this decision, including the name of your supervisor, as well as your co-supervisors where applicable, to the Executive Committee (Senate) and Senate by means of the Communications Report. An unattached, non-examining chairperson shall also be appointed, in accordance with faculty-specific procedure. This chairperson does not have to be reported in the Communications Report (see par 6.7 for the role of the unattached non-examining chairperson).

With regard to joint degree programmes, presented in collaboration with foreign universities, the identification of the panel of examiners is done jointly by the supervisors. However, due to differences in timing, it may be that approval of a joint examination panel takes place at one of the partners ahead of the opportunity for such approval at the other. In such cases, SU may recognise the partner's approval of the joint examination panel and report the same via SU's structures in the usual manner.

Your supervisor, and co-supervisor(s) where applicable, are not members of the unattached examination panel who has decision-making powers, and do not submit examiners' reports, but do have observer status at the oral examination. Consult par. 6.5 with regard to the role of your supervisor/co-supervisor in cases where joint degrees are awarded in collaboration with foreign universities.

- 6.6.2 Examiners shall be expected to declare their independence and undertake to adhere to the timelines of the SU examination process as part of their formal appointment as examiners.
- 6.6.3 Each of the examiners (both external and internal) shall submit a written, signed report on the dissertation as specified in the relevant faculty-specific guidelines for the examiners of Doctoral dissertations. These reports are dealt with in accordance with the provisions in par. 6.7.
- 6.6.4 As a candidate for the degree of Doctor, you shall in no circumstances communicate with your unattached examiners about your dissertation.

## 6.7 Examination process

- 6.7.1 The written and signed reports of the examiners are received directly by the relevant faculty or departmental office and not by your supervisor.
- 6.7.2 After the faculty or departmental office has received all the reports from the examiners, they are sent to the unattached non-examining chairperson (see par. 6.6.1 above for appointment of the person) of the examination panel.
- 6.7.3 An oral examination is an integral part of the examination process for the degree of Doctor in all faculties (with the exception of senior doctorates, referred to in par. 6.7.4 below). The examination process is completed after the oral examination and completion of the corrections required by the examination panel.
- 6.7.4 For senior doctorates requiring you, the candidate, to submit one or more learned works that have already been published and that are of a high standard, making a contribution of substance and of high quality to the enrichment of the knowledge in the particular field of study, an oral examination shall not be required.
- 6.7.5 If the recommendations of the examiners are not unanimous with regard to your pass, the non-examining chairperson may request you to make the changes/improvements as recommended by the examiners, before an oral examination is scheduled. Your improved dissertation is then returned to the examiners for re-evaluation sufficiently in advance of the oral examination so that the examiners have adequate time to review the improvements.
- 6.7.6 The examination panel consists of all the examiners and the unattached non-examining chairperson. If physical attendance is not possible for all the examiners, then virtual attendance via telephone, Skype or similar virtual meeting software is acceptable.
- 6.7.7 Where in-person attendance is desired, the external examiners may be brought to Stellenbosch University, at the University's expense, from within the borders of South Africa for the purpose of the oral examination, but are not transported to Stellenbosch University at University expense from beyond South Africa's borders, unless a department is prepared to pay such costs.
- 6.7.8 The unattached non-examining chairperson is present and in possession of all the examiners' reports and recommendations.
- 6.7.9 You, the candidate, are present and have the opportunity to deliver a presentation (typically 20 to 40 minutes) on your research. The presentation may be open to the public and general questions may be posed to you at the end of your presentation.
- 6.7.10 The general public may be excused and only the members of the examination panel, your supervisor(s) in an observational capacity, and you remain for the formal examination process.
- 6.7.11 The unattached non-examining chairperson facilitates your examination by the examiners.



- Your supervisor(s) does/do not participate in the question session.
- 6.7.12 At the end of the question session, you, the candidate, and your supervisor(s) are excused, and the unattached non-examining chairperson then attempts to reach consensus amongst the examiners with regards to the outcome.
- 6.7.13 The minimum categories for the result of the Doctoral examination process are as follows:
- a) The degree may be conferred upon you, provided that the revision (if any), in accordance with the recommendations of the examiners, is completed to the satisfaction of your supervisor.
  - b) The degree may be conferred upon you, provided that a material revision is completed to the satisfaction of the examiner(s), as agreed upon by the examination panel.
  - c) The degree may not be conferred upon you and the work may not be resubmitted for examination.

Faculties may add additional categories, provided that approval is obtained from the APC and Senate. Faculties may place a limitation on the number of times a Doctoral dissertation may be examined.

- 6.7.14 A final report summarising the findings of the examination panel is submitted by the unattached non-examining chairperson to the head of the Department and to the relevant faculty committee charged with the evaluation of the examination results.
- 6.7.15 Faculties have their own structures that read the examiners' reports and decide whether the subsequent actions taken are sufficient for the conferment of the degree. These structures may be the academic or research committees of faculties which, in turn, advise the Faculty Board on the successful completion of the examination process. These committees are however not decision-making bodies, but serve to advise the Faculty Board.
- 6.7.16 The power of disposal for the approval of a Doctoral examination result is handled as follows:
- 6.7.16.1 If the conferment of the Doctorate is recommended unanimously by the examination panel, the Faculty Board makes a provisional decision. The Faculty Board's decision is included in the Recommendation Report to the Executive Committee (Senate) for final approval on behalf of Senate, and the Executive Committee (Senate) reports this to Senate.
- 6.7.16.2 If the conferment of the Doctorate is not recommended unanimously by the examination panel, the Faculty Board's decision must be included in the Recommendation Report to the EC(S) and Senate (see also par. 6.8.1 further on regarding the handling of cases in dispute).
- 6.7.16.3 If the examination panel unanimously recommend that the Doctorate not be conferred upon you, the Faculty Board's decision must be included in the Recommendation Report to the EC(S) and Senate. The decision is final and no dispute process is followed. The non-conferment of the doctorate is included in the Recommendation Report of the Faculty Board to the EC(S) and Senate.

## 6.8 Cases of dispute

Faculties may further extend/refine the dispute procedure, including these rules, provided that they are approved in the same manner as amendments to the Yearbook and are included in the relevant faculty Yearbook part.

The following alternatives to a unanimous conferment of a Doctorate exist:

- 6.8.1 If, on completion of the examination process, the conferment of the Doctorate is not recommended unanimously by the examination panel, the disputed outcome must be referred to an external assessor or a panel of external assessors.
- 6.8.2 An external assessor or assessors are nominated on the grounds of their substantial academic standing and experience in the examination of doctoral dissertations and/or in the subject domain in which the dissertation was completed, via the departmental chairperson, a research or academic committee or a person designated by the Dean (e.g. the Vice-Dean for Research or the vice-dean's functional equivalent), and approved by the Faculty Board. The Faculty Board makes the final decision with regard to the appointment of an external assessor(s) and conveys this, by means of the Communication Report, to the EC(S) and Senate.
- 6.8.3 Faculties may appoint a pool of appropriately experienced people to serve as assessors for the Faculty over a three-year term. Should the services of an assessor be required and the available assessors are unsuitable to assess a particular disputed outcome (for example, where the external assessor must be a specialist in the research field of the examiner(s) who did not recommend a pass), then the possibility of appointing another assessor is permitted with due regard for the procedure in 6.8.2.
- 6.8.4 The task of the external assessor(s) is not to serve as (an) additional examiner(s). The external assessor(s) must work through the extensive report by the unattached non-examining chairperson (including a summary of the proceedings of the oral examination), which includes the candidate's points of view, the anonymous reports of the examiners and the

- doctoral dissertation and consider the criticism of the examiners factually.
- 6.8.5 The report or reports of the external assessor(s), which indicate how the dispute must be handled, are made available to the unattached non-examining chairperson.
- 6.8.6 The report or reports of the external assessor(s) are submitted via the Dean's Office to the relevant faculty committee for consideration. The relevant faculty committee makes a recommendation to the Faculty Board. The Faculty Board's decision is included in the Recommendation Report to the EC(S) and Senate.
- 6.8.7 After the final decision on the conferment of the relevant Doctorate has been made, the unattached non-examining chairperson of the examination panel informs the examiner(s) and the assessor(s) of Senate's decision.
- 6.8.8 If the assessor or assessors do not recommend the acceptance of the dissertation, then the decision is reported to the Faculty Board and Senate. This decision is final and there is no further dispute settlement remedy available.

## 6.9 Dissertation requirements

The regulations in Section 6.9 are applicable to all dissertations in all the faculties of the University. Further faculty-specific regulations – that may not clash with these general regulations without official approval – are contained in the faculties' parts of the Yearbook.

- 6.9.1 Every candidate for the degree of Doctor shall be required to produce a dissertation.
- 6.9.2 Your dissertation is the report on research done by you under supervision on one central and coherent research problem.
- 6.9.3 Your dissertation as a whole is examined as a single work.
- 6.9.4 Only work that has been done by you yourself, as the candidate, shall be included in a dissertation, provided that:
- 6.9.4.1 a general declaration shall be included at the front of the dissertation that confirms this (see par. 6.11.5.4 further on for placement and wording of the declaration), and
- 6.9.4.2 if articles are included in your dissertation (regardless of whether or not they have already been published, been accepted for publication or have been finalised with a view to submission for publication), a statement with regard to each article shall be included in your dissertation in which your contribution is indicated. Such statements shall be in the attached format, as specified in par. 6.9.15.
- 6.9.5 Your dissertation may be submitted in one of the following four formats:
- 6.9.5.1 An introduction, followed by a number of chapters, followed by a summary of the research results that indicates the scientific contribution of the study.
- 6.9.5.2 An introduction, followed by either:
- (i) a number of published and/or unpublished articles or
  - (ii) a combination of chapters and published and/or unpublished articles, followed by a summary of the research results that indicates the scientific contribution of the study, provided that only articles that originated after you registered for the Doctoral study may be used (with the exception of the Faculty of Medicine and Health Sciences), or, if your Master's study is converted to a Doctoral study, only articles that originated after you registered for that particular Master's degree.
- 6.9.5.3 An introduction, followed by either:
- (i) a number of chapters, or
  - (ii) a combination of chapters and published and/or unpublished articles, of which one or more of the sub-parts of the integrated and cohesive whole may take the form of a creative output, followed by a summary of the research results that indicate the scientific contribution of the study, provided that only articles and creative outputs that originated after you registered for the Doctoral study may be used, or, if your Master's study is converted to a Doctoral study, only articles that originated after you registered for that particular Master's degree.
- 6.9.5.4 In the case of senior Doctorates, an introduction, followed by a number of published articles, followed by a summary of the research results that indicate the scientific contribution of the study.
- 6.9.6 When published material is used as part of the dissertation, you, as the candidate, are responsible for ensuring that it is used in a lawful manner, taking into consideration your own as well as any third party's/parties' copyright. If you therefore wish to publish certain material in the course of your doctoral research, it is essential that you shall ensure that it does not infringe upon your right to use it in the dissertation and to publish the completed dissertation via the University's SUNScholar. The University shall be under no obligation to institute any

- legal steps on your behalf, or of any third party(ies), should intellectual property rights, or any other right, be infringed with respect to the submitted or published dissertation.
- 6.9.7 You shall remain in constant touch with your supervisor, and shall at a frequency of not less than once in every six months report to your supervisor the amount of progress you have made with your research, otherwise the approval of the topic for your dissertation and of your study for the degree of Doctor may be suspended.
- 6.9.8 Your dissertation shall reflect original research by you, the candidate, into one central and cohesive problem. You shall not have submitted the said research previously to any university for the purpose of obtaining a degree.
- 6.9.9 On receipt of a recommendation from the departmental chair, the topic of your dissertation shall be subject to approval by the faculty board and communicated to Senate, provided that you may be registered for one year without an approved dissertation topic for the doctoral programme concerned, on the condition that your dissertation topic shall be submitted to the faculty board concerned, and communicated to Senate, no later than the end of the first full year of registration for the doctoral programme concerned. If you do not comply with this regulation, you will be denied any further registration for the programme.
- 6.9.10 You shall not submit your dissertation for examination until you have been granted written permission to do so from your supervisor.
- 6.9.11 Written permission for submission shall not necessarily imply that your supervisor approves the ideas expressed in the dissertation, but only implies (at the least) that the dissertation is formally ready for submission. Accordingly, a supervisor or supervisors are obliged to grant written permission for submission if the formal requirements in terms of 6.9 are met.
- 6.9.12 In the exceptional circumstance of you being unable to obtain the permission required for submission, you may motivate to the departmental chairperson (or the Vice-Dean for Research, or the vice-dean's functional equivalent, in the faculty concerned if the departmental chairperson is the dissenting supervisor) for permission to submit your dissertation for examination against the advice and without the permission of your supervisor.
- 6.9.13 Such motivation is only considered, provided:
- 6.9.13.1 that your supervisor failed to communicate and/or substantiate their reasons for withholding the permission or
- 6.9.13.2 there is written evidence that the reasons were communicated to you, the candidate, with the specific problem(s) clearly identified, but that there is a dispute between you and supervisor on how these issues should be resolved.
- 6.9.14 Should the departmental chairperson or their designate (or the Vice-Dean for Research, or the vice-dean's functional equivalent, in the faculty concerned if the departmental chairperson is the dissenting supervisor) find sufficient reason in your motivation, they must establish an independent panel of at least two members to assess the readiness of the dissertation for examination.
- 6.9.15 Should the independent panel find that your dissertation is not ready to be submitted for examination, you must be informed that your request has been denied.
- 6.9.16 Should the independent panel find that your dissertation is ready to be submitted for examination, then the departmental chairperson or their designate must:
- 6.9.16.1 Establish that your supervisor is prepared to still act in this capacity. If the supervisor refuses, they must do so in writing, agree to the appointment of a new supervisor and confirm that they forfeits any credit for the dissertation if it is successful.
- 6.9.16.2 Have suitably qualified examiners appointed (if these have not already been appointed);
- 6.9.16.3 Sign off the examination copies (If the co-supervisor should support examination submission, they may sign off the dissertation instead of the departmental chairperson or the chairperson's designate).
- 6.9.16.4 Inform the unattached non-examining Chairperson that your dissertation was submitted for examination against the advice of your supervisor.
- 6.9.17 You, as the candidate, must sign a declaration that you submit the dissertation without the consent of the supervisor and that you understand and accept the risk in the case of failure. This declaration must be part of the examination documentation.
- 6.9.18 If the supervisor has not been changed, the examiners must not be informed before or during the examination that your dissertation was submitted for examination against the advice of your supervisor. If your supervisor has changed (as in 6.9.16.1) after the examiners have been appointed, the examiners must be informed and their availability for the examination under the new supervisor established. In case they are not prepared to continue, new examiners must be nominated.
- 6.9.19 After the conclusion of the examination process (6.7 and 6.8), the power of disposal for the

approval of a Doctoral examination result is followed (6.8.9).

- 6.9.20 Irrespective of the permission for submission by your supervisor(s), the departmental chairperson, a research or academic committee or a person designated by the Dean (such as the Vice-Dean: Research or the vice-dean's functional equivalent) in the department or Faculty, may decide to not send your dissertation out for examination for the following reasons:
  - 6.9.20.1 Any form of dishonesty including plagiarism is found to have occurred during the study;
  - 6.9.20.2 Ethical concerns;
  - 6.9.20.3 Non-compliance with a faculty regulation (e.g. appropriate editing of the dissertation);
  - 6.9.20.4 Anything that can potentially harm the good standing of the University.
- 6.9.21 Should your supervisor grant written permission for submission without approving the ideas expressed in the dissertation, this shall not be communicated to the examiners before the examiners have submitted their independent reports.
- 6.9.22 As a candidate, you may submit your dissertation for examination at any time during the academic year, subject to permission being obtained from your supervisor (take note of the latest possible submission dates in par. 6.9.23 below with a view to graduation at a specific graduation ceremony).
- 6.9.23 Your dissertation shall be examined by the approved examiners and for this purpose, when you, as a candidate for the degree of Doctor, present yourself for examination, an electronic copy (unless the subject matter determines that it must be provided as a loose-leaf hard copy, in which case you shall provide one copy for each of the examiners) of your dissertation in final form shall be submitted to your faculty, provided that, subject to such provisions as may be specific to any one faculty (the relevant faculty secretary should be consulted in this regard), such copies shall be so deposited before 1 September if you wish to graduate in December, and before 1 November if you wish to graduate in March. (See also 6.9.25 with regard to submitting dissertations for examination.)
- 6.9.24 Both the style and formatting of the title page of said copies for examination shall comply with the requirements set out in par. 6.10 below. If your examination results for your Doctorate have been approved, you shall then have to ensure that the text of your dissertation meets all the requirements set out in par. 6.10 below. Only then may your supervisor certify the text as final. A text that complies with the requirements shall be known as the 'master copy for submission'.
- 6.9.25 If your dissertation contains illustrations (maps, drawings, etc.), your supervisor/co-supervisor(s) and examiners may require one copy with original illustrations to be submitted.
- 6.9.26 Declaration with regard to parts of your dissertation in which, in addition to you, other authors were involved (see also 6.9.4.2 for an explanation for this declaration):

Please note: In order to keep the signatures of individual out of the public domain, the declaration – if a declaration such as this must be included with your dissertation – must be included with the dissertation without signatures and the following text must be included in place of the signatures: "Declaration with signature in possession of candidate and supervisor." You and your supervisor must then ensure that the declaration with signatures are kept in a safe place, available for possible future enquiries.

**Declaration by the candidate:**

With regard to [specify chapter or part of a chapter and page numbers in the dissertation], the nature and scope of my contribution were as follows:

Nature of contribution	Extent of contribution (%)

The following co-authors have contributed to [specify chapter or part of a chapter and page numbers in the dissertation]:

Name	e-mail address	Nature of contribution	Extent of contribution (%)
[name 1]			
[name 2]			
[name 3]			

Signature of candidate: .....

Date: .....

**Declaration by co-authors:**

The undersigned hereby confirm that

1. the declaration above accurately reflects the nature and extent of the contributions of the candidate and the co-authors to [specify chapter or part of a chapter and page numbers in the dissertation],
2. no other authors contributed to [specify chapter and page numbers in the dissertation] besides those specified above, and
3. potential conflicts of interest have been revealed to all interested parties and that the necessary arrangements have been made to use the material in [specify chapter or part of a chapter and page numbers in the dissertation] of this dissertation.

Signature	Institutional affiliation	Date
[signature 1]		
[signature 2]		
[signature 3]		

## 6.10 Provisions as to the format, final submission, duplication and binding of Doctoral dissertations

AFRICAN SUN MeDIA

Facilities for the duplication and binding of theses are available on the campus. Full information about these may be had from AFRICAN SUN MeDIA in the Admin Building A (ABA 1081) on the Stellenbosch Campus, or from [www.africansunmedia.co.za](http://www.africansunmedia.co.za).

### 6.10.1 Product to be submitted

- a) Every dissertation shall be required to be submitted electronically using SUNScholar (<http://scholar.sun.ac.za>), the digital research archive of the University, once it has been examined and before graduation. The instructions for using SUNScholar for the submission of the final product, after the examination process has been concluded, are available on the Stellenbosch University Library website at <http://library.sun.ac.za>.
- b) If your Doctoral examination results have been approved, you must thereafter ensure that your dissertation complies with all the applicable requirements as contained in this section (6.10). Only then may your supervisor/co-supervisor certify the text to be final. A text that complies with the requirements and has been certified as such is known as "the master copy for submission".

### 6.10.2 Alterations compulsory in master copy/copies

Before your supervisor/co-supervisor can give final approval of your dissertation for electronic submission using SUNScholar, you shall, in the master copy/master copies, make or cause to be made, to your supervisor's satisfaction, all alterations considered by your supervisor/co-supervisor(s) and examiners to be necessary.

### 6.10.3 Abstracts compulsory

All dissertations must contain an abstract (summary) of no more than 500 words in the language of the dissertation. You may include additional abstracts in other languages of no more than 500 words each – in the case of joint degrees with international partner institutions, in the language(s) prescribed by an agreement. The abstract(s) must be placed as indicated in par. 6.10.5.6. Where a dissertation does not contain abstracts in all the University's official languages (Afrikaans, English, and isiXhosa), the Language Centre will provide translated abstract(s) in the other official language(s) to SUNScholar for upload alongside the existing abstract(s) before or after graduation.

### 6.10.4 Requirements for typewriting

Your dissertation shall be typed as follows:

- 6.10.4.1 in Cambria or Calibri font, letters of not less than 10 font and not more than 12 font,
- 6.10.4.2 with spacing between lines of either double spacing or one-and-one-half spacing or single spacing, and
- 6.10.4.3 with a blank border of not less than 2 cm in width around the whole of the typewritten portion.

### 6.10.5 Compulsory information on the first four pages of the dissertation

The title page shall be presented as set out in par. 6.10.5.1 to 6.10.5.3, and the second page as set out in par. 6.10.5.4 to 6.10.5.5.

Please note: For your final dissertation (after the examination process), you must use the official SU dissertation Title Page template (available at <https://library.sun.ac.za/thesisdissertation>) that contains the University primary logo and branding design.

The University's corporate logo features on the title page of the final dissertation to establish the institution's conferral of the degree and may not be placed on any other page of the dissertation. The University's ownership of intellectual property is established by the declaration and copyright notice on the second page of the dissertation (see par. 6.10.5.4 and 6.10.5.5).

#### 6.10.5.1 In the top third of the first page

the title of your dissertation and, directly below this, your (the author's) full names and surname;

#### 6.10.5.2 Below the author's name and surname

on the first page the set wording as indicated below:

English set wording:

"Dissertation presented for the degree of Doctor of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University" (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "This dissertation has also been presented at ..... (state the name of the other university here) in terms of a joint-/double-degree agreement.")

If you received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

Afrikaans set wording:

"Proefskrif ingelewer vir die graad Doktor in .... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch." (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "Hierdie proefskrif is ook ingedien by die ..... (state the name of the other university here) in terme van 'n gesamentlike-/ dubbelegraad-ooreenkoms."); and

#### 6.10.5.3 At the bottom of the first page

the name(s) of your supervisor/co-supervisor(s) and the year and month in which the degree will be awarded, e.g. either December or March.

#### 6.10.5.4 Declaration on the second page

In the top half of the second page of your dissertation, you shall place an author's declaration as indicated below (please note that you must not place your signature underneath the declaration, as a signature in the public domain may be abused):

English set wording:

"DECLARATION

By submitting this dissertation electronically, I declare that the entirety of the work contained therein is my own, original work, that I am the sole author thereof (save to the extent explicitly otherwise stated), that reproduction and publication thereof by Stellenbosch University will not infringe any third party rights and that I have not previously in its entirety or in part submitted it for obtaining any qualification. (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "This dissertation has also been presented at ..... (state the name of the other university here) in terms of a joint-/double-degree agreement.")

Date: ....."



Please note: If your dissertation is submitted in the format stipulated in par. 6.9.5.2 to 6.9.5.4, the following general declaration should be added as a second paragraph, in addition to the above declaration:

"This dissertation includes [insert number] original papers published in peer-reviewed journals or books and [insert number] unpublished publications. The development and writing of the papers (published and unpublished) were the principal responsibility of myself and, for each of the cases where this is not the case, a declaration is included in the dissertation indicating the nature and extent of the contributions of co-authors."

#### Afrikaans set wording:

"VERKLARING

Deur hierdie proefskrif elektronies in te lewer, verklaar ek dat die geheel van die werk hierin vervat, my eie, oorspronklike werk is, dat ek die alleenouteur daarvan is (behalwe in die mate uitdruklik anders aangedui), dat reproduksie en publikasie daarvan deur die Universiteit Stellenbosch nie derdepartyregte sal skend nie en dat ek dit nie vantevore, in die geheel of gedeeltelik, ter verkryging van enige kwalifikasie aangebied het nie. (please note: if the dissertation forms part of a joint- or double-degree agreement with another university, the following sentence must be added: "Hierdie proefskrif is ook ingedien by die ..... (state the name of the other university here) in terme van 'n gesamentlike-/ dubbelegraad-ooreenkoms.")

Datum: ....."

Please note: If your dissertation is submitted in format stipulated in par. 6.9.5.2 to 6.9.5.4, the following general declaration should be added as a second paragraph, in addition to the above declaration:

"Hierdie proefskrif sluit [spesifiseer die getal] oorspronklike artikels gepubliseer in eweknie-beoordeelde vakwetenskaplike tydskrifte of boeke en [spesifiseer die getal] ongepubliseerde werke in. Die ontwikkeling en skryf van die artikels/hoofstukke (gepubliseer en ongepubliseer) was hoofsaaklik my eie werk en vir elkeen van die artikels/hoofstukke waar dit nie die geval is nie, is 'n verklaring in die proefskrif ingesluit wat die aard en omvang van mede-outeurs se bydrae aandui."

#### 6.10.5.5 Copyright on second page

You shall include the note below (changed to reflect the year of electronic submission) on the lower half of the second page:

##### In English dissertations:

Copyright © 2024 Stellenbosch University  
All rights reserved

##### In Afrikaans dissertations:

Kopiereg © 2024 Universiteit Stellenbosch  
Alle regte voorbehou

#### 6.10.5.6 Abstract(s) on pages three and four

The abstract(s) of not more than 500 words each must be placed on pages three and four.

### 6.10.6 Responsibilities of the candidate and supervisor/co-supervisor with regard to the provisions of par. 6.10.5

You, as the candidate, shall be responsible for ensuring that the first four pages of your dissertation comply with the provisions of par. 6.10.5 and your supervisor/co-supervisor shall be responsible for checking that this is done before final approval is granted for electronic submission. (See par. 6.10.8 regarding electronic submission.)

#### 6.10.7 Wording on the spine

On the spine of your bound dissertation (for your personal possession and/or if your supervisor/co-supervisor requests a bound copy) must be printed your (the author's) initials and surname and the dissertation title. If the title is too long, however, there may be printed on the spine either an abridged title (maximum of 55 letters, inclusive of spaces) or the month (that is to say, December or March) and year of award of the degree. If AFRICAN SUN MeDIA is to be used as the provider of the bound copies, this information must be provided in full when the master copy of the thesis is furnished electronically.

#### 6.10.8 Furnishing in electronic format

As a candidate, you are also required to furnish SUNScholar (<http://scholar.sun.ac.za>) with one copy in PDF format electronically. During this submission process, your supervisor shall be given the option of holding the dissertation back from being released on the open website for a period of no longer than six months in order to provide an opportunity for publication. Full particulars regarding the PDF format, as well as the process to be followed, are provided on the website at <http://library.sun.ac.za/>.

### 6.10.9 Copies for supervisor/co-supervisor(s) and examiners

You shall hand one copy of the master copy of the dissertation to (each of) your supervisor/co-supervisor(s) and internal examiner, if they request a copy. The supervisor/co-supervisor(s) could request an electronic copy instead of a bound copy.

You shall also hand in one bound copy of the master copy of your dissertation at the department concerned for each of the external examiners, should they request a bound copy. The posting of a bound copy of the dissertation to each of the external examiners, should they request a bound copy, will be undertaken by the department concerned at the expense of the University. The examiners could request that they are furnished with an electronic copy instead of a bound copy.

You are responsible for the production, cost and furnishing of the bound copy to the individuals/department referred to above, should a bound copy be requested.

### 6.10.10 Texts duplicated and/or bound elsewhere

For quality assurance purposes, the University prefers that the facilities of AFRICAN SUN MeDIA are used for the duplication and binding of copies of dissertations for yourself and when bound copies are required by the supervisor/co-supervisor(s)/examiners. Should you, as a Doctoral candidate, not make use of the duplication and binding facilities of AFRICAN SUN MeDIA for the printing of these copies, you will be responsible for ensuring that quality and correctness are maintained.

### 6.10.11 Dates for submission

The final dates for the electronic furnishing of the master copies of dissertations with a view to the December and March graduation ceremonies are provided annually in the University's almanac.

## 6.11 Fees payable

As the candidate, you shall be liable for the cost involved in the duplication and binding of the bound copies of your dissertation for yourself and for your supervisor/co-supervisor(s)/examiners, should the latter require bound copies.

## 6.12 Publication of dissertations

- 6.12.1 As a registered doctoral candidate, you shall be subject to the University's rules concerning the publication of dissertations or parts thereof.
- 6.12.2 The current policy relating to the ownership of any intellectual property (e.g. copyright) that is created within the normal course and scope of studies at the University shall apply likewise to you as a student for the degree of Doctor.
- 6.12.3 As a Doctoral candidate, you shall be encouraged to publish research results, and/or otherwise make them known, prior or subsequent to the submission of your dissertation. Permission to publish shall be obtained from your supervisor. Departmental chairpersons shall ask authors and co-authors to publish journal articles under the address of the University as far as possible.
- 6.12.4 The University reserves the right to publish your dissertation (or parts thereof) completed in order to qualify for the Doctorate, without financial reward to you, if your dissertation (or parts thereof) is not otherwise published within the three years following the conferment of the degree, provided that, for a classified dissertation, such three-year period shall be calculated from the date of declassification.
- 6.12.5 When a dissertation, as approved by the University, is published, the title page shall bear the appropriate one of the set wordings indicated below:  
 "Dissertation approved for the Degree of Doctor of ..... (e.g. Science) in the Faculty of (name of Faculty) at Stellenbosch University. Supervisor:..";

or

"Proefskrif goedgekeur vir die graad Doktor in ..... (bv. die Natuurwetenskappe) in die Fakulteit (name of Faculty) aan die Universiteit Stellenbosch. Supervisor:.."

If you received a study bursary from the National Research Foundation (NRF), the NRF requires that the following wording appear on the title page (just below the above formula):

"The financial assistance of the National Research Foundation (NRF) towards this research is hereby acknowledged. Opinions expressed and conclusions arrived at, are those of the author and are not necessarily to be attributed to the NRF."

The Afrikaans wording should read:

"Die finansiële ondersteuning van die Nasionale Navorsingstigting (NNS) vir hierdie navorsing word hiemee erken. Menings wat uitgespreek word en gevolgtrekkings wat gemaak word is dié van die outeur en kan nie noodwendig aan die NNS toegeskryf word nie."

The title page shall also show the year and date of submission. If, in the opinion of the supervisor a

dissertation, as published, has been substantially altered, the above-mentioned set wording for the title page shall be replaced by a suitable mention in the preface.

## 6.13 Embargo of dissertations and theses

### 6.13.1 General

The University takes the view that, in the interest of the advancement of learning, any research results submitted for the purpose of obtaining an academic degree must in general be made known, but that exceptional cases do arise in which the research results involved cannot be made known in the usual manner. In such cases, dissertations and theses may be subjected to a period of embargo. The University takes this view on the clear understanding, however, that the number of such exceptional cases and also the period of embargo to which they are subject are both to be restricted to a minimum.

It should also be clear that the University owns the intellectual property (IP) that arises from your dissertation or thesis and the research results should therefore be available unless an embargo is essential. Due recognition should however be given to the need to respect the rights to confidentiality of contract research results which could be dealt with through an embargo.

In line with the view expressed above, chairpersons of departments and the supervisor(s) shall at the outset of the study (as specified in the contract with external parties) and/or application phase for embargo:

- 6.13.1.1 endeavour to establish definitively whether your thesis or dissertation is at all likely to involve any classification/secretcy, particularly in the case of a Master's degree, which – unlike Doctorates – normally do not follow the route of faculty committees or special committees;
- 6.13.1.2 consider with great care to what extent it will be possible to deal with your dissertation or thesis in such a manner that it can be accommodated without the identification of sources of information and thus without the need for classification/secretcy.

### 6.13.2 Procedure with regard to placing dissertations/theses under embargo

It should be emphasised that all restriction of access to dissertations and theses through an embargo must be recommended by your supervisor(s), endorsed by the departmental chairperson and formally approved by the faculty board (for master's) and Senate (for PhDs) and noted as such formally through the online submission process. It is required that you, the student, be informed of the embargo.

- 6.13.2.1 In the case of embargoed dissertations and theses that involve commercial confidentiality, the following shall apply:
  - a) Where it bears on information, which is available by courtesy of some organisation, but which is being treated as confidential, your dissertation or thesis shall be examined and approved according to the normal procedure, in accordance with any contract or non-disclosure agreement.
  - b) As to the making available for general access and dissemination of such dissertation or thesis, it shall be submitted in the standard electronic format, using SUNScholar, and the number of bound copies that may be required shall be produced, but shall not be made available or distributed for general access immediately.
  - c) Unless the embargo on your dissertation or thesis is removed earlier by the institution involved, access to said electronic product and bound copies through SUNScholar shall be limited for a period of one year, which may be extended up to a maximum period of three years, where-after they shall be made available for general access automatically a month after the expiry date of the embargo period.
- 6.13.2.2 In the case of embargoed dissertations and theses that are of security interest, the following shall apply:
  - a) The dean of the relevant faculty, acting at the request of your supervisor(s)/co-supervisor(s) via the departmental chairperson concerned, shall, prior to the meeting at which the faculty board is to consider your admission to the proposed study, as a Doctoral candidate, or during your admission to a particular programme, as a Master's candidate, specify in a submission to the Executive Committee (Senate) what the limited access required in regard to your dissertation or thesis involves in terms of the nature, degree and duration, thus providing the Executive Committee (Senate) with a basis on which to decide whether your dissertation or thesis is to be dealt with in accordance with the following guidelines:
    - (1) No sensitive aspects of the topic of your dissertation or thesis shall be mentioned in the documents of the relevant faculty or of Senate or be made known in any other manner.
    - (2) If your research being conducted is on the premises of this University, the procedure described below shall be followed for the examination and storage of copies:
      - o All duplication and binding for examination purposes shall be under strict supervision.
      - o The electronic master copy/copies for SUNScholar shall be submitted in the standard

- fashion, and access shall be limited, i.e. it/they shall not be made available for general access.
- o The University and the interested external party shall jointly determine whether the bound copies that may be required in the normal course of events are or are not to be made at the time of the candidate's obtaining of the degree.
  - o If it is agreed that the above-mentioned duplication is permissible, any possible bound copies, together with the electronic master copy, shall be stored in SUNScholar until such time as the embargo has been removed and normal provision and distribution become possible, provided that only persons with the appropriate authorisation shall have access to and control over the product concerned in SUNScholar.
- b) In instances in which the research is not being conducted locally, the dean concerned shall submit to the Executive Committee (Senate) particulars of the duplication, of the place of examination, and of the storage of copies and of the master copy/copies.
- 6.13.2.3 The conditions approved by the Executive Committee (Senate) for the handling of each instance of the aforesaid nature shall for record purposes be put into writing by the Registrar for safekeeping, without any report to Senate concerning such conditions.
- 6.13.2.4 Dissertation topics, the names of supervisor/co-supervisor(s) and examiners, as well as examination results, shall be submitted in accordance with the normal procedure.

## **7. Code of conduct guiding the relationship between the supervisor and student**

The following set of guidelines is presented as a code of conduct to ensure that the relationship between you, as a postgraduate student engaged in research for a degree, and your supervisor is conducive to successful studies at the University:

1. As a candidate, you undertake to stay informed of the infrastructure and the accompanying rules of the department concerned (with the requisite inputs from your supervisor).
2. The University undertakes not to select you as a candidate for a specific project without confirming beforehand in writing with the faculty concerned that the project may be undertaken. Specifics regarding the responsibility for the required funds and relevant infrastructure shall be indicated.
3. You, as the candidate, shall acquaint yourself with the guidelines for recording research, as is generally accepted within the discipline concerned, with the aid of your supervisor.
4. You, as the candidate, shall confirm that you possess, or will acquire, the computer skills to complete the project in a satisfactory manner.
5. Pre-study work, as required by the University, shall be completed in an agreed period of time.
6. A work schedule has to be drawn up for you, as the candidate, within a reasonable time (as a rule within 60 days) in consultation with your supervisor. The schedule shall include target dates for, among others, the submission of a research proposal, the completion of a literature survey, the completion of specific chapters and the submission of progress reports. Times of absence (study leave, university holidays, etc.) shall also be included.
7. During the academic year, regular meetings on fixed dates shall be scheduled between you and your supervisor.
8. Your supervisor shall report annually in writing to the departmental chair/postgraduate coordinator/dean concerned on your progress.
9. All submitted work shall be returned to you by your supervisor within a reasonable time, but not exceeding 60 days for a complete thesis/dissertation.
10. When the project is near completion, you, as the candidate, shall make the necessary submissions in accordance with the requirements for graduation within the discipline concerned. (Refer specifically to the University almanac, which can be found at <http://www.sun.ac.za/english/dates>, to ensure that your thesis/dissertation is finalised and examined in time for the various graduation ceremonies in December and March.)
11. You, as the candidate, undertake to produce suitable outputs (such as publications, patents, reports), as arranged with your supervisor. You shall acquaint yourself with the customs in the discipline concerned regarding authorship.
12. Where applicable, you and your supervisor shall acquaint yourselves with the requirements regarding intellectual property in the environment concerned.

**Responsibilities of the supervisor**

1. To familiarise themselves with procedures and regulations.
2. To establish a stimulating research environment.
3. To establish a relationship with you (the student).
4. To give advice about project choice and planning.
5. To discuss intellectual property and publications.
6. To ensure that facilities, where relevant, are available.
7. To provide research training.
8. To consult with you (the student), to monitor progress continually and to provide structured feedback.
9. To be aware of your (the student's) situation and needs.
10. To arrange for study guidance during periods of absence.

**Responsibilities of you as the student**

1. To familiarise yourself with the University regulations regarding postgraduate studies and to abide by these regulations.
2. To undertake research with dedication.
3. To develop initiative and independence.
4. To keep complete records of research results.
5. To establish a relationship with your supervisor.
6. To gain feedback by means of reports and seminars and to act on it.
7. To do a literature survey and to keep abreast of new literature.
8. To benefit from the research environment.
9. To inform your supervisor of non-academic problems.
10. To prepare and write your thesis or the dissertation.
11. To prepare and write publications, patents and reports.

**8. Continuation of registration for postgraduate programmes**

- 8.1 As a student for the degree of Bachelor Honours, of Master or of Doctor and likewise as any student for a postgraduate certificate or diploma, you shall, for the full duration of your studies until awarded the degree, certificate or diploma concerned, each year register as a student, subject to par. 9 below. If, prior to the conferment upon you of the degree, certificate or diploma concerned, you fail to register as a student for the current year before the prescribed date, your registration for the programme concerned, and, if you are a student for the degree of Master or of Doctor, also the topic of your thesis or dissertation shall lapse. If you wish to be readmitted to the degree, certificate or diploma programme concerned, you shall be required to apply in writing for readmission, to register anew for the programme concerned and to pay anew the required tuition fees. However, only in the case of Master's and Doctoral programmes, if the years of non-registration are not financially detrimental for you (compared to registering anew for the programme concerned) and if permission is in fact granted for the continuation of registration, shall normal continuation of registration for the programme be possible; provided that programme fees for the year(s) for which you did not register have been paid in full. However, in such cases, you are not registered retroactively for the year(s) of non-registration for which the programme fees have been paid in full. The year(s) of non-registration, for which programme fees have been paid in full, is however added to re-registration as if you have already been registered.
- 8.2 Your annual registration as a Master's student can be administratively effected not more than twice, after which further registration will take place only if your supervisor, in consultation with the departmental chairperson, grants permission for you to continue your studies.
- 8.3 The University's expectation is that a Doctorate be completed within three years. Faculty boards decide on the maximum number of years on the basis of which you as a Doctoral candidate may be administratively admitted for continued registration. This number of years is recommended to Senate via the Programme Advisory Committee (PAC) and Academic Planning Committee (APC) and are included in the faculty Yearbook parts.
  - 8.3.1 The Faculty Board may set conditions, which must be included in the faculty Yearbook part, in terms of which you as a Doctoral candidate
    - 8.3.1.1 may apply for continued registration after exceeding the maximum number of years for



- continued registration;
- 8.3.1.2 will not be allowed to continue your studies, even though the maximum number of years for continued registration are not yet exceeded. If the maximum number of years for continued registration is not exceeded, the Faculty Board may recommend to the EC(S) and Senate why your studies as a Doctoral candidate must be terminated.
- 8.3.2 If the maximum number of years for continued registration is exceeded:
- 8.3.2.1 the Faculty Board must report annually the names of the candidates that are admitted to continued registration in the Communications Report to the EC(S) and Senate. This report must serve at the first round of meetings of the subsequent academic year, after the grace period has expired.
- 8.3.2.2 registration for Doctoral studies is terminated if the Faculty does not approve continued registration.
- 8.3.4 The guidelines, as approved by Senate upon recommendation by the Faculty Board, PAC and APC, may be revised from time to time if deemed necessary.
- 8.4 A postgraduate degree/diploma/certificate may not be conferred upon you at the December graduation ceremony, or the March graduation ceremony of the subsequent year, if you were not registered before June of the year of the December graduation ceremony concerned. However, you may obtain a statement to the effect that you have complied with all the requirements for the qualification in question and that the said qualification will be conferred in December of the subsequent year, provided that you shall have been registered on time in respect of the year in which such qualification is to be conferred and shall have paid all tuition fees for such year.

## 9. Maximum periods of registration: diploma and honours programmes

If you, as a student for a postgraduate diploma or the degree of Bachelor Honours, take longer than the maximum permissible period (as set out below) to complete your programme of study, you may, with the approval of the faculty board concerned, have your studies terminated by the department concerned.

Programme	Maximum permissible period of registration
<b>Postgraduate Diplomas</b>	
Full time (i.e. 1 year)	2 years
Part-time or by telematic education (over 2 years) (Subject to the regulations of the Faculty of Medicine and Health Sciences, where appropriate)	4 years
<b>Honours Degrees</b>	
Full-time (= over 1 year)	2 years
Part-time or by telematic education (= over 2 years)	4 years

## 10. Interruption of master's and doctoral studies

### 10.1 Acceptable reasons for interruption of studies

Where an application for consent to an interruption of Master's or Doctoral studies is being considered, the indications below of possible reasons shall serve as the guidelines in judging the acceptability of the reasons given in support of such application. Your application shall be substantiated by means of appropriate supporting documents, such as letter of appointment, text of academic assignment, medical certificate(s), financial statement(s), and affidavit:

- 10.11 Situation at work
- 10.12 Medical reasons
- 10.13 Financial reasons
- 10.14 Highly special personal circumstances, if thoroughly and convincingly substantiated.

### 10.2 Procedure for applications for consent to an interruption of studies

- 10.2.1 Your application for consent to an interruption of studies shall reach the appropriate faculty secretary on or before 30 April of the year concerned. Applications received after 30 April of the year concerned will be considered on merit, provided that you have not registered for the year.
- 10.2.2 Consent to an interruption of studies shall be considered on the recommendation of your supervisor and the chairperson of the department concerned.



- 10.2.3 Where any such application has been granted in accordance with the internal procedures of the faculty board concerned, it shall be noted in the next Communications Report of such faculty board.
- 10.2.4 Consent to an interruption of studies shall be granted for a period of not less than one year.
- 10.2.5 Consent to an interruption of studies for the degree of Master shall in the normal course of events be granted to any student once only and for a period of one year.
- 10.2.6 Consent to an interruption of studies for the degree of Doctor shall in the normal course of events be granted to any one student either twice at the most, namely for a period of one year in each instance, or once only, namely for a period of two years.