# Postgraduate Assessment Rules

## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

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# 1 INTRODUCTION

The Faculty of Economic and Management Sciences (EMS) subscribes to Stellenbosch University's Assessment Policy and the Assessments and Promotions chapter in the General information and rules (part 1) of the Calendar. The university-wide assessment rules given in Part 1 of the Calendar apply from 2023 onwards for assessments in all undergraduate and postgraduate modules and these rules replace the previous examination and flexible assessment systems. **Note that this document does not repeat all the rules and principles given in the Calendar and Assessment policy. Therefore, this document must be read together with the Assessments and Promotions Chapter in General information and rules (Part 1) of the Institutional Calendar (referred to as SU Assessment Rules in this document) as well as the SU Assessment policy.**

This document gives the assessment rules that apply in the Faculty of Economic and Management Sciences to postgraduate modules with a home department in this faculty and to postgraduate programmes hosted by this faculty (excluding PhD and full thesis Masters programmes).

The assessment in postgraduate programmes lies mostly within the autonomy of the departments/schools and the EMS Postgraduate Assessment Rules reflect this. Furthermore, the assessment of masters' theses and doctoral dissertations is not addressed here, but in the chapter titled "Postgraduate Qualifications" in the General information and rules (Part 1) of the Calendar and in Part 10 (faculty calendar).

# 2 MARKS AND ASSESSMENTS TERMINOLOGY

Please refer to the SU Assessments Rules for the definitions of the subject and module types (e.g. semester module and year module) and the assessment periods.

## 2.1 General assessment terminology

### 2.1.1 Final Mark (FM)

A final mark (FM) reflects the final performance of a student within a module.

A **valid** final mark refers to a final mark where the student's performance in the module meets the prescribed number of completed assessments and any subminimum requirements as stated in the module framework.

### 2.1.2 Subminimum

Subminimum refers to a minimum level of completion and/or competency that may be determined within a module. No subminimum may contradict the rules

within this document. All subminima should be clearly explained in the module framework of the module.

## 2.2   Mark types recorded in SUNstudent

In accordance with the SU Assessment Rules only a final mark is recorded in SUNStudent for postgraduate modules.

# 3   ALLOWABLE ASSESSMENT ARRANGEMENTS

Staff leading the offering of a module may choose an assessment arrangement that:

3.1.1   Best suits the module outcomes and pedagogical approach selected for the module.

3.1.2   Meets all the requirements of the EMS Postgraduate Assessment Rules.

3.1.3   Meets all the requirements of the SU Assessment policy and the SU Assessment Rules, including:

3.1.3.1   The assessment arrangements 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 possibly using a variety of appropriate assessment method(s), e.g., assignments, tests, portfolios, orals, seminars, tutorials, project reports, etc.

3.1.3.2   The assessment arrangements must support effective assessment, as described in the University's Assessment Policy, which includes the nine criteria for effective assessment, namely: validity, authenticity, reliability, educational impact, academic integrity, transparency, fairness, achievability and timely feedback.

3.1.3.3   The assessment arrangements must provide for timeous and appropriate feedback to students after assessments. Importantly, these assessments and feedback should afford students the opportunity to advance their own learning and should include feedback on the extent to which students have mastered the module outcomes.

# 4   FINAL MARK CALCULATION

## 4.1   General Provisions

Modules must use the formula specified in the module framework for the calculation of the final mark.

## 4.2    Pass requirements

For all modules, a valid final mark of at least 50 is required to pass.

# 5    USE OF AND ACCESS TO ASSESSMENTS

5.1.1    Students should note that the SU Assessment Rules include that the decision to make use of an assessment is irreversible once a student has entered the venue for that assessment or started the assessment online. A mark will be determined for that assessment and may be used in the calculation of the student's final mark, according to the applicable assessment rules of the module's home faculty or centre. Even if a student becomes ill while writing an assessment the assessment must be submitted and will be graded, and the mark obtained will be used in the calculation of the final mark.

It therefore is advisable that, if students are ill just before an assessment, they should strongly consider not writing that particular assessment.

5.1.2    If there are Department-specific arrangements for assessment opportunities missed by students, it will be specified in the module framework.

# 6    INFORMATION ON SUNLEARN (OR OTHER RELEVANT PLATFORM/LEARNING MANAGEMENT SYSTEM) AND/OR IN MODULE FRAMEWORKS

As required by the SU Assessment Rules:

6.1.1    The faculty's assessment rules will be readily accessible to students and staff affected by the rules on the faculty's website and on SUNLearn.

6.1.2    The way in which the applicable assessment rules are implemented in each module shall be made known to the students at the start of the relevant semester or year by means of the module framework. This information includes:

6.1.2.1    Subminimum applied in the module (including which assessments are compulsory), if applicable.

6.1.2.2    How the final marks will be determined.

6.1.2.3    Assessment dates. If these have not been determined by the start of the module departments should inform students of these dates at least six weeks in advance.

6.1.2.4    Alternative arrangements for supplementary assessments, if applicable.

6.1.2.5 The weights that will be assigned to respective components in the final mark.

# 7 OTHER FACULTY-SPECIFIC RULES

## 7.1 Recording and dissemination of marks

7.1.1 The SU Assessment Rules stipulate that SUNStudent will provide access for students to their own final marks. For postgraduate modules this is also the primary means of dissemination of marks. However, Departments may also use other means to distribute marks if the use of SUNStudent would be inappropriate (e.g. if the final mark (FM) is calculated only after SUNStudent is closed for loading of marks; if external/professional bodies require the FM before these are available on SUNStudent). In all instances Departments should ensure that they adhere to SU's institutional requirements for the dissemination of final marks (as stipulated by the Registrar's Office) as well as the requirements of the Protection of Personal Information Act.

The SU Assessment Rules stipulates that departments hosting modules are responsible for recording final marks on SUNStudent for all the students registered for the module.

## 7.2 Safekeeping of marked scripts

7.2.1 Departments should keep the marked assessment scripts for a period of at least one semester after the assessments have taken place. Note that professional accreditation requirements may require that marked scripts be kept for a longer period. Other assessments' marked scripts are normally handed back to the students.

## 7.3 Chair examinations

7.3.1. Departmental Chairs / School Directors can approve a Chair Examination. No lecturer or any other official may give a student an undertaking in this regard.

7.3.1. The Chair examination details and the criteria to qualify for such an opportunity must be set out in the post-graduate departmental information guide.

## 7.4 Moderation

7.4.1. The faculty aligns with the rules on moderation as per the SU Assessment Rules and the Regulation for Internal and External Moderation and the Processing of Results.

7.4.2. All relevant internal and external moderation must be completed before a student can graduate.

## 7.5   Copyright on question papers

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All question papers for main summative assessments must include the following statement (with the year changed to the current) in the footer of the front page:

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