

2026 GENERAL RULES

G1	GENERAL RULES FOR ALL QUALIFICATIONS
	SCOPE AND DEVIATIONS
	Scope
	Unless stipulated otherwise elsewhere, these rules apply to all qualifications or programmes and students registered in 2025
	Students must familiarise themselves with the general rules, financial rules and other policies of the University. These documents can be accessed on the Student Portal.
	Deviations
	Students and staff of the University must comply with these rules. In accordance with the Document on Delegation of Authority, any deviation from these rules must be considered by the Executive Committee of Senate or its delegated committee.
	Changes in Rules
	The university may revise or add to its rules from time to time, and any such alteration or addition shall become binding upon the date of publication or upon such date as may be specified by the Council and the Senate, provided that no change in rules shall be interpreted so as to operate retrospectively to the prejudice of any currently registered student.
	Protection of Personal Information Act (POPIA)
	The Protection of Personal Information Act, 2013 (POPI Act) has been promulgated and implemented on 1 July 2020. All personal identifiable information provided by you shall be treated in accordance with this statute and only used for academic and academic administration purposes, as indicated in the University's Privacy Policy. By providing your information, you are giving consent for the use of all your personal identifiable information, provided to the University, for the aforesaid purposes.
	Statement on the University's intervention in the event of disruptions to academic activities
	From past experience the University knows that circumstances beyond our control may disrupt our academic activities. The University therefore reserves the right to implement certain emergency measures when deemed necessary to manage such situations. Please note that the University shall not be held liable for any inconvenience, damage or other negative consequence resulting from the implementation of such emergency measures.
G1.1	Definition of Terms
	In these rules, unless the context otherwise indicates:

G1.1.1	“articulation” refers to enabling progress and mobility of students within and across HEQSF qualifications;
G1.1.2	“assessment/s of learning” refers to collecting relevant evidence and making informed judgements to evaluate a student’s achievement of learning outcomes/performance through various assessment modes and methods which could include:
G1.1.2.1	Traditional assessment modes e.g. tests, quizzes, essays, assignments, oral assessments, performance-based assessment, final assessments and summative assessments, case analysis; and
G1.1.2.2	Innovative assessment methods e.g. case analysis, computer simulations; participating in global dialogues; creating a digital artefact to demonstrate learning, developing a detailed concept map, e-portfolios, case analysis and capstone projects;
G1.1.2.3	Continuous assessment , which is a connected, coherent assessment system in which the quality of a student’s work is judged by various pieces of work and not predominantly by one final summative assessment (examination). Continuous assessment has formative opportunities for monitoring student progress and summative opportunities for capturing information about student achievement and performance over time;
G1.1.3	“assessment/s” are applicable to modules that are approved as continuous assessment. These modules are approved to have assessments scheduled during a set time period during the teaching cycles and during the mid-year or end-of-year assessment and re-assessment periods.
G.1.1.4	“assessment criteria” refers to criteria used to judge whether the required level (or standard) of performance has been achieved for a module;
G1.1.5	“class/classes” refers to a lecture, tutorial, laboratory session, field trip, practicum, supervisory session, and other contexts including online activities in which teaching is occurring;
G1.1.6	“compulsory module” refers to a module that must be successfully completed as part of a qualification or programme in order to comply with its requirements;
G1.1.7	“consolidated assessment timetable” refers to the institutional timetable for all assessments during the year. This excludes the assessments scheduled during the official mid-year assessment period, the mid-year re-assessment period, the end-of-year assessment period and the end-of-year re-assessment period;
G1.1.8	“co-requisite” refers to a module that must be taken concurrently with another module;
G1.1.9	“compulsory module” refers to a module that must be successfully completed as part of a qualification or programme in order to comply with its requirements;
G1.1.10	“coursework master’s degree” refers to a master’s degree where, in addition to the treatise, study modules are prescribed as part of the qualification or programme;
G1.1.11	“curriculum/curriculum content” refers to an approved content that must be successfully completed, by means of completing a set of modules, in order to comply with the requirements for a qualification or programme;
G1.1.12	“deferred assessments” refers to the granting of an assessment when a student is prevented from writing the first assessment opportunity during the official mid-year or end-of-year assessment due to reasons beyond the control of the student.

G1.1.13	"deferred final assessment" refers to the granting of an assessment when a student is prevented from completing a normal final assessment due to reasons beyond the control of the student;
G1.1.14	"dissertation" refers to the written or other approved research work (e.g. artefacts, original music compositions, etc.) submitted in fulfilment of the requirements set for obtaining a research master's degree;
G1.1.15	"e-assessment" refers to the use of electronic educational technologies in the process of administering module assessments;
G1.1.16	"elective modules" refers to modules which form part of a curriculum for a qualification or programme which are not compulsory and in respect of which students can exercise a choice;
G1.1.17	"end-of-year assessment period" refers to the final assessment opportunity period at the end of an academic year (at the end of the fourth teaching cycle)
G1.1.18	"end-of-year re-assessment period" refers to the final re-assessment opportunity period at the end of an academic year (at the end of the fourth teaching cycle)
G1.1.19	"enrolment" refers to the process of registering as a student for a formal qualification or programme at the institution.
G1.1.20	"exemption" refers to the approval of a concession, by the respective Head of Department, not to complete specific academic work or activities based on proven competency in such knowledge or activities;
G1.1.21	"exit level module" refers to a module which has outcomes and level descriptors at the exit level of the qualification;
G1.1.22	"external examiner or external moderator" refers to a person who is not an employee of the University and not involved with any academic work with the University, who is appointed to assess or moderate academic material;
G1.1.23	"final assessment" is applicable to modules approved as examinable and are written during a set time period in a controlled environment as part of the mid-year or end-of-year assessment or re-assessment periods and are administered by the Assessment and Graduation Section;
G1.1.24	"final assessment scripts" include scripts for modules approved as examinable from the mid-year and end-of-year assessments, re-assessments, last outstanding and deferred assessments;
G1.1.24	"family" include the following persons: student's spouse or life partner, parents of life partner or student's parents, brother, sister, adopted parents, grandparent, child, adopted child, grandchild, or his/her legal spouse's parents
G1.1.26	"final re-assessment" refers to an additional assessment opportunity for modules that are classified as examinable for students who comply with the requirements for a final re-assessment;
G1.1.27	"final results" refers to moderated results which have been approved by the relevant Faculty structure inclusive of the last outstanding assessment and recorded on the student's record;
G1.1.28	"first attempt" refers to the first instance of a student either passing or failing a module;
G1.1.29	"formative assessment" refers to low-stakes assessment activities coupled with feedback which provide students with information about their learning and how to enhance it as well as preparing them for high-stakes summative assessment.
G1.1.30	"full-time student" refers to a student who is registered for an approved full-time qualification or programme;

G1.1.31	" last outstanding assessment " refers to the granting of an assessment opportunity for students that require to pass only one semester or two term modules to complete a qualification/programme
G1.1.32	" learning outcome " refers to statements that describe significant and essential learning that students have achieved, and can reliably demonstrate at the end of a module, qualification or programme. Learning outcomes include the knowledge, skills and attributes students should attain on successful completion of the module, qualification or programme;
G1.1.33	" major module " refers to an exit level module which has been identified in the faculty rules as a core to a major field of study/ specialisation in a qualification or programme. These modules define the character or essence of the specialisation in the qualification or programme. They are usually linked to the qualifier and/or programme name and usually have a clear progression route from first year through to exit level. Major modules are linked to CESMs (major fields of study) as described and approved in the Programme Qualification Mix (PQM) of the University.
G1.1.34	" medical practitioner " refers to medical doctor, registered clinical practitioner or registered traditional healer;
G1.1.35	" mid-year assessment period " refers to the final assessment period in the middle of the academic year (at the end of the second teaching cycle)
G1.1.36	" mid-year re-assessment period " refers to the final re-assessment period in the middle of the academic year (at the end of the second teaching cycle)
G1.1.37	" moderation " refers to the practice of the assurance of academic quality and standards in higher education in which individuals (apart from the examiner) are appointed by the University to ensure that the standard of the assessments and its accompanying marking framework and response exemplars are of an acceptable standard;
G1.1.38	" module " refers to a coherent, self-contained unit of learning, which is designed to achieve a set of specific learning outcomes that are assessed within that unit of learning, and is a unit for which a final result is entered in the student record;
G1.1.39	" module credit " refers to the acknowledgement of similar academic content and level completed at an accredited institution in lieu of module content for the purposes of recognition and retention of credits for a module that forms part of a qualification or programme at the University;
G1.1.40	" occasional enrolment " refers to the enrolment whereby a student has registered for one or more modules, but is not registered for a specific formal qualification or programme. It is the responsibility of the student to secure funding for the registration of occasional module registrations;
G1.1.41	" online learning " refers to the use of electronic educational technology in the process of learning and teaching, including but not limited to information and communication technology (ICT), multimedia (audio-visual) learning, technology-enhanced learning, computer-aided instruction, internet-based training (or web-based training), and virtual learning environments.
G1.1.42	" online script/s " refer to the digital information stored for assessments that were assessed utilizing digital platforms;
G1.1.43	" part-time student " refers to a student who is registered for an approved part-time qualification or programme;
G1.1.44	" pipeline programme " refers to a qualification or programme which is being phased out, has no new intake and has been indicated as such in the Faculty Rules;

G1.1.45	“pipeline student” refers to a student who is registered for a pipeline qualification or programme;
G1.1.46	“plagiarism” refers to a form of academic dishonesty and means the failure to acknowledge, whether intentionally or negligently, that one has made use of someone else’s work in producing what one has submitted as one’s own work;
G1.1.47	“pre-requisite” refers to a requirement that must be met prior to a student being allowed to register for a specific module;
G1.1.48	"programme" refers to a coherent set of learning outcomes contained in modules leading to a programme;
G1.1.49	“provisional results” refers to unmoderated results which have not yet been approved by the relevant Faculty structure.
G1.1.50	“qualification” refers to a formal qualification listed in the Programme and Qualification Mix (PQM) of the institution as approved by the Department of Higher Education and Training;
G1.1.51	“re-assessment/s” refers to an additional assessment opportunity of learning outcomes for a student who complies with the requirements for a re-assessment, for modules classified as continuous assessment;
G1.1.52	"recognition of prior learning" (RPL) refers to the granting of credit or exemption to a student for specified knowledge and experience previously obtained in whatsoever manner;
G1.1.53	"research module / treatise module" refers to a module as part of a postgraduate qualification or programme that reflect the research component within such qualification or programme. This include Honours qualifications and programmes and for Masters qualifications and programmes is subject to the provisions of the Policy on Master and Doctoral Degree;
G1.1.54	“results” refers to the overall percentage for a module and/or Pass/Fail indication, awarded by Examiners;
G1.1.55	"student" refers to any person registered with the University for any form of study, and includes an applicant or prospective student who has lodged an application for any form of study at the University, as well as any person attending an orientation programme, prescribed for new entrants, at the University;
G1.1.56	“summative assessment” refers to the process of collecting relevant evidence and making informed judgements to evaluate a learner’s achievement of learning outcomes or performance. The achievement level is recorded in the form of a result assigned by a lecturer for a module;
G1.1.57	"syllabus" of a module refers to a description of amongst others the learning outcomes and learning content dealt with in the module;
G1.1.58	“test” is included in the term traditional assessment defined above and refers to an assessment in a controlled environment under supervision of an invigilator that is traditionally scheduled during the academic cycle to assess a portion of the required outcomes for a module;
G1.1.59	"thesis" refers to the written or other approved research work submitted in fulfilment of the requirements set for obtaining a doctoral degree or partial fulfilment in the case of a professional doctoral degree;
G1.1.60	"treatise" refers to the written or other approved research work that is submitted in partial fulfilment of the requirements set for a postgraduate qualification or a professional bachelor’s degree e.g. a treatise or research assignment in the final year of the LLB;

G1.1.61	“weighted average mark” refers to the average of a set of final results, each of which has been weighted by the credit value of the individual module.
G1.1.62	“work day” refers to Mondays to Fridays and some Saturdays excluding public holidays;
G1.2	Access: Admission
G1.2.1	Admission requirements:
	The admission requirements for all formal qualifications or programmes are set out in the Admissions Policy and the Faculty Prospectuses of the University. Admission of International applicants is also subject to the conditions set out in the Immigration Act, 2002, as amended.
G1.2.2	Admission methods:
G1.2.2.1	An applicant must apply to be admitted to the University via the online official application system.
G1.2.2.2	The prescribed fee, for international students, together with relevant documentation, must accompany the application.
G1.2.3	Acceptance of University Rules and Regulations:
	By submitting the official application, students confirm their acceptance of the rules and regulations of the University, their liability to pay the prescribed fees and any amendments thereto for the duration of their studies. It is the student’s responsibility to be acquainted with all the rules and regulations of the University.
G1.2.4	Closing dates for applications for admission:
	Applications for admission as a student received after the official closing dates published by the University in the Almanac, shall be regarded as “late” applications.
G1.2.5	Certificate of good conduct and full academic record:
	An applicant, who was previously registered at another /other university/ies, must submit an official certificate of good conduct and a full academic record.
G1.2.6	Selection and notification of admission:
	All applications for admission are subject to selection. An applicant will be notified of the outcome of his/her application via electronic communication.
G1.2.7	Rescinding of admission offer:
	The University reserves the right to rescind an admission offer should the student not confirm his/her intention to register at the institution when requested to do so by a specified date.
G1.2.8	Compliance with admission requirements:
	The onus remains on the student to ensure that he/she complies with the admission requirements. The university reserves the right to withdraw an erroneous admission of a student.
G1.2.9	Change of qualification or programme for registered students:

	A student will be limited to one opportunity to change between qualifications or programmes during his/her studies at the university.
G1.2.10	Recognition of Prior Learning:
G1.2.10.1	Applicants for undergraduate studies who do not possess a formal school-leaving qualification but have appropriate work and/or study experience, may be considered for admission in terms of the University's Policy for Recognition of Prior Learning (RPL). RPL is a formal assessment conducted and moderated by the relevant academic experts.
G1.2.10.2	RPL candidates will be guided and advised with respect to the presentation of evidence needed for the assessment.
G1.3	Academic Progression and Re-admission of Students
G1.3.1	The University has the legal authority to refuse the re-admission of a student and will do so, if a student is considered not to be making satisfactory academic progress in a programme he/she is enrolled in.
G1.3.2	Academic progression and Re-admission rules applicable to a particular Faculty, qualification or programme are published by the University.
G1.3.3	A student who has been refused re-admission more than once, may not apply for admission to a different programme.
G1.4	Enrolment: Registration as a student
G1.4.1	Submission of original documents for first time entering students:
	A student, who registers at the University for the first time, where applicable, must furnish proof (official documents) that he/she complies with the prescribed admission requirements.
G1.4.2	Student contact details:
G1.4.2.1	The university will allocate an official e-mail address to each student which will be used for all official communication with the student.
G1.4.2.2	Students must provide their correct contact details, which include four addresses (namely a postal, account, study and home address) and cell phone number.
G1.4.2.3	A student must notify the Student Systems, Records and Registration section in writing if, during the course of the academic year, any changes occur to a student's contact details.
G1.4.2.4	Official correspondence sent to the contact details thus provided by the student will be deemed to have been received by him/her.
G1.4.3	Maximum number of credits that may be registered for per academic year:
G1.4.3.1	A student shall not be allowed to register for modules with a combined credit value of more than 120 credits per academic year unless prescribed in the relevant Faculty Rules.
G1.4.3.2	In exceptional cases, a deviation may be approved by the Head of the Department.
G1.4.4	Online registration:
	A student must register online to pursue studies at the university. A student must pay all the required fees prior to registering online.

G1.4.5	Responsibility for being correctly registered:
	The student must check his/her proof of registration to ensure that he/she is correctly registered for the qualification or programme and modules after completing his or her online registration.
G1.4.6	Compliance with qualification or programme requirements:
G1.4.6.1	A student must ensure that the module(s) he/she is registered for will enable him/her to complete the qualification or programme within the prescribed period.
G1.4.6.2	Students who failed modules in the previous academic year(s) must first register for prescribed and failed modules of previous year/s of study, before they can select modules for the current year of study. The student may not exceed the maximum allowable credits for the academic year.
G1.4.7	Annual renewal of registration:
G1.4.7.1	A student must renew his/her registration for study on an annual basis until he/she has complied with all the prescribed requirements for the qualification or programme.
G1.4.7.2	Students who do not renew their registrations annually must re-apply for admission before they can continue with their studies.
G1.4.7.3	Registration must take place during the normal registration period as published in the University Almanac.
G1.4.7.4	Late registrations shall be accepted up to the predetermined date published in the University Almanac provided the student has participated in academic activities from the commencement of academic activities
G1.4.7.4	No person who owes the university any arrear fees shall be registered as a student.
G1.4.7.5	Students registering for experiential learning must comply with all the requirements stated under rule G1.4.7 .
G1.4.8	Registration of modules:
G1.4.8.1	Students must register for all the prescribed modules applicable for the particular academic year or period subject to rule G1.4.3 .
G1.4.8.2	Students must register for a module before the module commence
G1.4.8.3	Late module registrations or module registration amendments shall be accepted up to the pre-determined date published in the University Almanac only if the student has participated in academic activities in the module(s) in question from the commencement thereof.
G1.4.8.4	After the last day for registration, a student may only be allowed to participate in academic activities in modules for which he/she has been registered.
G1.4.8.5	Academic staff may not mark any assessments (e.g. assignments, tests, final assessments, etc.) for unregistered modules of a student.
G1.4.9	Cancellation of Qualification, Programme or Module registrations:
G1.4.9.1	Students must inform the Faculty Academic Administration section in writing of programme or module cancellations
G1.4.9.2	The date on which such written notification is received will be deemed as the official date of cancellation.

G1.4.9.3	Module cancellations may be submitted electronically (online).
G1.4.9.4	The onus is on the student to ensure that he/she is registered correctly.
G1.4.10	Change of qualification or programme for registered students:
G1.4.10.1	A student must apply in writing for a change of qualification or programme, to the Faculty Academic Administration Section by the date published in the University Almanac. The relevant application form is available on the student portal (online) and from the Faculty Academic Administration Section.
G1.4.10.2	Applications will be subject to selection by the relevant academic department.
G1.4.10.3	The student must apply for recognition of credits already completed.
G1.4.10.4	The onus remains on the student to ensure that he/she complies with the admission requirements.
G1.4.10.5	The university reserves the right to withdraw an erroneous admission of a student.
G1.4.10.6	A student can apply once, during their studies at the university, for a qualification or programme change.
G1.4.11	Offering of qualifications, programmes and modules:
G1.4.11.1	Subject to the provisions of rule G1.4 , Senate may, with the approval of Council, determine the minimum and/or maximum number of students who must or may register for a qualification /programme/module for it to be offered.
G1.4.11.2	Once a qualification/programme/module offering has commenced, the offering thereof shall continue for at least the time within which the registered students could reasonably have been expected to complete the qualification/programme/module.
G1.4.11.3	Where a faculty determined that an elective will only be presented provided a specified minimum number of students register for an elective module in a year, the Faculty Management Committee may, after consideration of staffing resources and after consultation with the Head of Department concerned, decide that such an elective module will not be offered in that year provided that students registered for the elective module are notified that the module will not be offered before the commencement of the second week of lectures.
G1.4.12	Special requisites for particular modules:
G1.4.12.1	A student shall not be permitted to register for a particular module unless he/she has met the requisite requirement(s) as stipulated in the faculty rules.
G1.4.12.2	In exceptional circumstances, a deviation may be approved by the Faculty Management Committee.
G1.4.13	Cancellation of modules when requisite requirements are not met:
	If it becomes clear that a student is participating in a module for which he/she has not met the pre-requisite requirement(s), the registration for the module will be cancelled.
G1.4.14	Study Elsewhere:

G1.4.14.1	Subject to rule G1.7 , a student who wishes to complete his/her studies at the University by registering for module/s at another university recognised by Senate for this purpose, may do so only with the permission of the Head of Department.
G1.4.14.2	A student must apply in writing to study elsewhere to the Faculty Academic Administration Section before applying to register and another institution.
G1.4.14.3	The relevant application form is available on the student portal (online) and from the Faculty Academic Administration Section.
G1.4.15	Concurrent registration:
G1.4.15.1	No student may concurrently register for more than one qualification or program in an academic year at the University, except with the written permission of the Faculty Management Committee,
G1.4.15.2	Subject to rule G1.4.16 , except by permission of the Faculty Management Committee, a student may not, in the same academic year, be registered for a formal qualification, programme or module(s) at another higher education institution.
G1.4.16	Registration as an Occasional Student:
G1.4.16.1	An applicant who does not wish to register for an approved formal qualification or programme, but is only interested in a specific module(s), may register as an occasional student for non-formal-qualification purposes. The normal admission and registration rules shall apply.
G1.4.16.2	Students registered for formal qualifications or programmes who wish to register for additional modules on an occasional basis must apply in writing for permission from the relevant Head of Department.
G1.4.17	Transfer of students' registration between campuses:
G1.4.17.1	A student who has registered for a qualification or programme at a given delivery site or campus, will participate in academic activities including assessments only at that site or campus. For purposes of this rule, the North and South Campuses are considered as one campus.
G1.4.17.2	Upon application and approval by the Faculty Management Committee, transfer to another site or campus may occur only at the beginning of a subsequent registration period.
G1.5	Timetabling: Lectures
G1.5.1	Lecture timetables:
G1.5.1.1	Lecture timetables are prepared in accordance with qualification and programme curricula linked to the academic year of study.
G1.5.1.2	Students who intend to register for modules across years of study will normally experience clashes.
G1.5.2	Module clash on lecture timetables:
G1.5.2.1	The university schedules modules on the lecture timetable in terms of qualification/program/curriculum requirements, but cannot guarantee that the timetable will be clash-free:

G1.5.2.1.1	across the multiple year levels of a qualification/programme curriculum; OR
G1.5.2.1.2	for students repeating modules within or across years; OR
G1.5.2.1.3	for all elective modules within a qualification/programme curriculum.
G1.5.2.2	Students may not register for modules that clash on lecturing timetables, except with the permission of the Head of Department concerned.
G1.5.2.3	A student must ensure that he/she is not registered for modules that clash on the timetable.
G1.5.2.4	Where a student registered for modules that clash on the lecture timetable, the student must amend his/her registration accordingly.
G1.5.3	Class group attendance:
G1.5.3.1	Where students are assigned to lecture/class groups, the student must ensure that he/she attends the lecture/class group (including practicals and tutorials) he/she is assigned to.
G1.5.3.2	Where a module has been linked to a class group, the onus is on the student to ensure that it does not result in a clash with another module on his/her timetable.
G1.5.3.3	If a clash is determined after registration, the onus is on the student to amend his/her registration accordingly.
G1.5.4	Class attendance for part-time and full-time students:
	Students registered as full-time or part-time for their respective qualification or programme must attend lectures which may be scheduled during the day or the evening periods as published on the official lecture timetable.
G1.5.5	Academic week:
	Lectures, tutorials, practicals, assessments and other academic activities normally extend from Mondays to Fridays, with e.g. the first classes of the day starting at 07:45 and the final classes ending at 20:45. Classes, assessments and other academic activities may also be scheduled on Saturdays as required.
G1.5.6	Scheduling of formal classes during final assessment periods:
G1.5.6.1	No formal lectures may be scheduled during the official assessment periods without prior approval from Executive Committee of Senate on recommendation of the Central Timetabling Committee. Additional support activities must be scheduled in terms of the final assessment and final re-assessment timetables to prevent clashes.
G1.5.6.2	The final assessment timetable (including re-assessment) must be considered when scheduling continuous assessments during the official final assessment periods.
G1.5.7	Alteration of academic facility:
	Equipment standard to an academic facility (e.g. number of tables and chairs, number of blackboards / whiteboards, overhead projector, etc.) may not be altered or moved from one academic facility to another without approval of the Central Timetabling Office.
G1.6	Timetabling: Assessments and Final Assessments

G1.6.1	Final Assessment Timetable (Examinable modules)
G1.6.1.1	Official notification of the assessment timetable for final assessments will be by means of the student's University email address as well as on the Student Portal.
G1.6.1.2	A provisional timetable for final assessments normally precedes the final assessment timetable and the onus is on students to ensure that their modules do not clash and point out any clashes to the Assessment and Graduation Section.
G1.6.1.3	A student must consult the final assessment timetable when it is published, because dates and/or times may have changed when compared to the provisional timetable.
G1.6.1.4	Time and venue for Final assessments (Examinable modules)
G1.6.1.4.1	The time and venue for the final assessment of a module shall be determined by the Assessment and Graduation Section in collaboration with the Central Timetabling Office and respective academic department, -where applicable.
G1.6.2	Assessment timetables (Continuous Assessment modules)
G1.6.2.1	Official notification of the assessment timetable for assessments will be via the timetabling views on the Student Portal.
G1.6.2.2	A provisional assessment timetable normally precedes the published assessment timetable and the onus is on students to ensure that their modules do not clash and point out any clashes to the Central Timetabling Office.
G1.6.2.3	Every student must consult the published assessment timetable information because dates and/or times may have changed when compared to the provisional timetable.
G1.6.3	Time and venue for assessments (Continuous Assessment modules)
	The time and venue for assessment shall be determined by the Academic Department, in collaboration with the Central Timetabling Office where applicable.
G1.6.4	Venue allocation for Assessments and Final Assessments
G1.6.4.1	A student may only sit for his/her final assessment/assessment in the venue to which he/she has been allocated. Students who qualify for additional time may be requested to complete assessments and final assessments in venues specifically allocated for additional time assessments.
G1.6.5	Assessments and Final Assessment on religious or cultural observance days:
G1.6.5.1	Students who object on grounds of religious or cultural observance to writing assessments or final assessments on particular dates/times during the official assessment period may apply to not have the assessment scheduled on the dates/times in question.
G1.6.5.2	A student must apply in writing for permission to write a deferred assessment to the Assessment and Graduation office for mid-year-, mid-year re-assessment, final and final re-assessment.
G1.6.5.3	For faculty-based assessments, applications must be submitted in writing to the respective academic department.

G1.6.5.4	The respective departments will endeavour to reasonably accommodate the students by not scheduling the affected assessments/ final assessments on the dates/times in question.
G1.6.5.5	If the academic department cannot accommodate the student's application, the students will be allowed to apply for a deferred assessment in terms of rule G1.12 .
G1.6.5.6	Any such application must be submitted on the prescribed form by the published date in the University Almanac.
G1.6.5.7	Any such application must be supported by proof on a letterhead from the relevant ordained religious leader or designated authority confirming that the identified dates/times are of particular significance.
G1.6.6	Scheduling of deferred assessments or last outstanding assessments (Examinable modules)
	Deferred assessments or last outstanding assessments are written at the same time as the re-assessment in that particular module.
G1.6.7	Scheduling re-assessments for deferred assessments or last outstanding assessments (Examinable modules)
G1.6.7.1	A student who upon writing a deferred assessment and is eligible for a re-assessment or last outstanding assessment shall write such assessment on a date/time to be determined by the Assessment and Graduation Section.
G1.6.7.2	The procedure described in rule G1.11 is followed when notifying students of deferred assessments.
G1.7	Recognition and Retention of Credits
G1.7.1	Approval of credits:
	The relevant Head of Department where the modules reside may grant a credit for module/s completed and passed at the University or at another accredited institution, where outcomes are sufficiently similar to those required for the module in question.
G1.7.2	Credits from other accredited institutions:
	A student may on grounds of having completed sufficiently similar modules at other accredited institutions, be granted credits in respect of modules with a cumulative credit value of not more than 50% of the total credit value of the relevant qualification or programme at the University.
G1.7.3	Credits from a completed qualification:
	A student may be granted credits in respect of modules obtained towards a completed qualification or programme, provided that such credits shall not constitute more than 50% of the credits required for the new qualification or programme.
G1.7.4	Credits from an incomplete qualification or programme at the University:
G1.7.4.1	A student may on grounds of having completed sufficiently similar modules as part of an incomplete qualification or programme at the University or from another accredited institution, be granted all credits in respect of modules of the relevant programme or qualification at the University.

G1.7.4.2	Rule G1.7.4.1 is limited with the provision that no more than 50% of credits required for another qualification or programme are credits that have already been used for a completed qualification. The purpose of this provision is to avoid the awarding of multiple qualifications for the same work undertaken and to ensure that qualifications with different purposes are not embedded within each other.
G1.7.5	Approval of exit level module credits:
G1.7.5.1	A student must complete all the exit level modules at the University.
G1.7.5.2	The Faculty Management Committee may approve that not more than half of the total credit value of the exit level modules may be completed at another institution.
G1.7.5.3	On recommendation of the Faculty Management Committee, the Executive Committee of Senate may approve a deviation in respect of more than half of the total credit value of the exit level modules.
G1.7.6	Applications for recognition of credits:
G1.7.6.1	Applications for recognition of credits must be submitted before the commencement of study.
G1.7.6.2	In the case where modules from another institution are presented for recognition of credits, the academic record of the student and the relevant year's syllabi of the modules must accompany the application.
G1.7.6.3	The prescribed form must be completed in full and be submitted to the Faculty Academic Administration Section. The relevant form is available on the student portal (online) and from the Faculty Academic Administration Section.
G1.7.7	Applications for recognition of credits for graduation in particular year:
	If a student wishes to graduate in a particular year, written application for recognition of credits must reach the University annually by the date published in the General Prospectus of the University.
G1.7.8	Approval of credits after a break in studies:
G1.7.8.1	Where a student has had a break in studies for a year or longer, such student must apply for re-admission. In some instances, the retention of credits may be subject to departmental or equivalent structure approval.
G1.7.8.2	Programmes that in terms of their approved offering are offered on alternate years will not require an application for re-admission or a request for the retention credits.
G1.8	Articulation:
G1.8.1	Articulation between qualifications:
G1.8.1.1	Articulation between qualifications or programmes are managed in terms of the official articulation policy of the University.
G1.8.2	A student or applicant who has completed a Higher Certificate, Advanced Certificate or Diploma and who may not have obtained the required endorsement status on their National Senior Certificate (NSC) may be admitted to a cognate qualification or programme if:

G1.8.2.1	The applicant's qualification (Higher Certificate, Advanced Certificate or Diploma) which must be registered on the HEQSF in a cognate field, in which case it will meet the statutory minimum admission requirements for entry into bachelor's degree study and no Matriculation Board exemption certificate is required; and
G1.8.2.2	The applicant's achievements meet the University's minimum admission requirements for the respective qualification or programme.
G1.8.3	Articulation on the basis of work completed towards the completion of the respective Higher Certificate, Advanced Certificate or Diploma:
G1.8.3.1	The University may grant credit(s) for modules required for the qualification or programme that is being articulated to on the basis of work completed towards the completion of the respective Higher Certificate, Advanced Certificate or Diploma.
G1.8.4	Module credit(s), obtained for a completed qualification or programme that is being articulated to.
G1.8.4.1	Module credit(s), obtained for the completed qualification or programme, may be granted for up to 50% (half) of the total credits of the qualification or programme that is being articulated to.
G1.8.4.2	Recognition of credits from a lower NQF level module to a higher NQF level modules will not be allowed.
G1.9	Academic Participation Requirements
G1.9.1	Setting of academic participation requirements:
G1.9.1.1	A department may set academic participation requirements, in which case satisfactory attendance must be clearly defined.
G1.9.1.2	Students must be notified thereof in writing through the module guide at the commencement of each module.
G1.9.2	Unsatisfactory academic participation:
	Departments may refuse students from admission to an assessment or final assessment on the basis of unsatisfactory academic participation.
G1.10	Assessment
G1.10.1	Assessment Manner:
	The assessment of all students in every module shall be in the manner as approved by Senate and the final mark/result so obtained for a module shall be entered into the academic records of the students.
G1.10.2	Notification of Assessment Manner:
	At the commencement of a module, the student shall be informed by means of the module guide of the manner in which assessment of a module will take place, as well as any further requirements in respect of the module. This information must include the way in which a final mark/result will be calculated and the manner in which a re-assessment will be conducted.
G1.10.3	Assessments (Continuous Assessment Modules)

	Assessments for continuous and alternative assessment modules must be concluded by the end of the mid-year or end-of-year assessment periods.
G1.10.4	Re-Assessments (Continuous Assessment Modules)
	Re-Assessments for continuous and alternative assessment modules must be concluded by the end of the mid-year re-assessment period and the end-of-year re-assessment period respectively. The final mark obtained for the re-assessment shall not exceed 50%.
G1.10.5	Absence from Assessments (e.g. tests, practicals) (Continuous Assessment Modules)
G1.10.4.1	Satisfactory documentary evidence, e.g. a medical certificate, is required for absence from all types of assessments subject to rule G1.10.4.3 .
G1.10.4.2	Such documentary evidence must be submitted to the relevant lecturer no later than three (3) working days after the assessment.
G1.10.4.3	The requirement for submitting satisfactory evidence for absence from a assessment is subject to the rules of the faculty or department responsible for administering assessments in terms of faculty or department specific rules approved by Senate and published in the Faculty Prospectus.
G1.10.4.4	Students who choose not to participate in assessments on particular dates/times due to religious or cultural observance or sporting events may apply to the lecturer concerned to participate in such assessments at an alternative date/time.
G1.10.4.5	Any such application must be supported by proof on a letterhead from the relevant ordained religious leader or designated authority confirming that the identified dates/times are of particular significance.
G1.10.4.6	The lecturer will endeavour to accommodate the students where possible.
G1.11	Final Assessments (Examinable Modules)
G1.11.1	Determination of Class Mark:
G1.11.1.1	A class mark is determined by means of the assessment (during the course of an academic term or semester) of a student's performance in a module through various assessment methods, e.g. tests, practical work, assignments, etc.
G1.11.1.2	A class mark is not transferable and is valid only for the specific registration period in which it has been achieved.
G1.11.2	Admission to Final Assessments
G1.11.2.1	The class mark could determine if a student is allowed to sit for the mid-year or end-of-year final assessments.
G1.11.2.2	Criteria for admissions to Final Assessments will be determined by the Faculty Management Committee and published in the module guide.
G1.11.2.3	Admission to Final assessments is subject to rule G1.8 on academic participation requirements where applicable.
G1.11.3	Notification of Admission to Final Assessments

G1.11.3.1	Class marks will be published on the student portal and the onus is on the student to ascertain whether the student qualifies for a Final Assessment admission where applicable.
G1.11.4	Writing of Final Assessments
G1.11.4.1	When a student registers at the University, the student simultaneously registers for the final assessments in those modules for which he/she registers, provided that he/she meets the respective admission requirements where applicable.
G1.11.4.2	Notwithstanding G1.11.4.1 above, an undergraduate study abroad student or a local student who officially participates in a study abroad programme, who qualifies for a final re-assessment, deferred assessment or last outstanding assessment in a module, but cannot write such at the University due to being abroad at the time of the assessment, may apply to sit for the assessment at any of the University's Partner Universities abroad or any other university abroad as determined by the relevant committee, as contemplated in rule G1.11.4.3 below, at its discretion.
G1.11.4.3	Any such application must be submitted on the prescribed application form to the Assessment and Graduation Section at least five (5) working days before the commencement of the mid-year or end-of-year re-assessment period.
G1.11.4.4	The prescribed fee for writing the final assessment is payable upon the relevant committee's approval of the application.
G1.11.4.5	Additional information regarding the application procedure, prescribed fees and conditions applicable to such final assessment is available on the University's website.
G1.11.4.6	Students should be seated 15 minutes before the session commences and nobody may leave the venue within the first hour or during the last 15 minutes of the session. No student will be admitted to the venue once the first half hour of the session has passed.
G1.11.4.7	A student will only be allowed to write the final assessment if the student is in possession of a valid student card or proof of registration and identity.
G1.11.4.8	If a student has misplaced or lost his/her student card on the day of the final assessment, he/she will only be permitted to write the final assessment if she/he is in possession of a recent (not older than three months) proof of registration together with his/her identity document or passport or valid South African driver's license.
G1.11.4.9	All students must abide by the assessment instructions as detailed in the answer books, as well as those rules read out by the Chief Invigilator prior to commencement of each session.
G1.11.4.10	Students, who as a result of acceptable reasons need additional time for the writing of assessments, must apply in writing to the Universal Accessibility and Disability Services not later than one calendar month after the commencement of lectures.
G1.11.5	Writing of E-Assessments:
G1.11.5.1	All standard provisions regarding final written assessments will apply equally to e-assessments hosted in University facilities.
G1.11.5.2	Unless otherwise specified, all e-assessments should be hosted only on Mandela University approved systems and technology as approved by ECS.
G1.11.5.3	Use of third-party software applications, portals, and other resources will be allowed only where they have been approved and meet the following criteria:

G1.11.5.3.1	Provide security of data as set out in the relevant Mandela University policy and as defined by the POPI Act;
G1.11.5.3.2	Do not generate additional costs or fees for students beyond standard Mandela University fees;
G1.11.5.4	Integrity of e-assessments must be ensured through inter alia:
G1.11.5.4.1	Sound e-assessment design that will minimise and impede opportunities for cheating;
G1.11.5.4.2	Online identity authentication and verification; or
G1.11.5.4.3	Electronic invigilating ensuring that the student completing the e-assessment is not receiving additional, outside or unauthorised assistance.
G1.11.5.5	E-assessment invigilation:
G1.11.5.5.1	In the case of e-assessments, the University reserves the right to record e-assessment opportunities by way of digital invigilation software for purposes of use thereof in disciplinary proceedings in relation to any transgressions during e-assessment opportunities.
G1.11.5.5.2	Possible student transgressions will be flagged by the e-invigilation software or by a trained online invigilator.
G1.11.5.5.3	Video recording will be submitted as part of the evidence of an alleged transgression.
G1.11.5.5.4	Students who are accused of transgressing must complete and sign the prescribed declaration form within seven days after notification of the e-assessment transgression.
G1.11.5.5.5	If a video recording is available, the student will have access to the video and may be interviewed by a trained invigilator about the flagged transgression/s.
G1.11.5.5.6	The responsible invigilator will submit the form, and video or other evidence, as part of a written report to the Assessment and Graduation Section.
G1.11.5.5.7	Students must complete a prescribed declaration form after the e-assessment opportunity. The invigilator will submit this form together with a written report to the Assessment and Graduation Section.
G1.11.5.6	Irregularities during participation in e-assessment opportunities:
G1.11.5.6.1	Transgressions in this category include all forms of plagiarism.
G1.11.5.6.2	Search engines and anti-plagiarism software may be used in the detection of suspected transgressions in this category.
G1.11.5.6.3	The location for and time to complete an e-assessments may be prescribed and where applicable extra time may be allowed.
G1.11.5.6.4	All student assessment alleged transgressions will be submitted to the Executive Dean of the Faculty or his/her delegated authority for a decision on whether or not to submit for disciplinary investigation.
G1.11.5.6.5	While a case is pending, answers will not be marked, and no result in the relevant subject will be made available to the student.
G1.11.5.6.6	The University reserves the right to record assessment opportunities by way of digital footage for purposes of use thereof in disciplinary proceedings in relation to any transgressions during assessment opportunities

G1.11.6	Determination of Final Assessment Mark:
G1.11.6.1	In cases where a module has more than one assessment paper the final assessment mark for that module consists of the weighted average of the marks obtained for each question paper.
G1.11.6.2	Departments may set sub minimum criteria for question papers.
G1.11.7	Determination of Final Mark:
G1.11.7.1	On the completion of end-of-module assessments a student shall be awarded a final mark not exceeding 100% in each module. Provision may be made in the departmental or faculty rules for the student's class mark, if any, to be taken into consideration for the calculation of the final mark
G1.11.7.2	The final mark of a module is determined by weighting the class mark and the end-of-module assessment mark in a ratio, which is normally in a range between 30:70 and 70:30. In some instances, for example portfolios, the class mark may be set at 100% for continuous assessment modules.
G1.11.8	Subminimum pass requirement
G1.11.8.1	A student must obtain a subminimum mark of 40% for the final assessment in order to pass a module.
G1.11.9	Pass Requirements:
G1.11.9.1	A student must obtain a final mark of at least 50% in order to pass a module.
G1.11.10	Passing a module with Distinction:
G1.11.10.1	A student passes a module with distinction if he/she attains a final mark of at least 75% in that module.
G1.11.11	Passing of linked modules:
G1.11.11.1	It is acknowledged that certain modules, while being stand-alone modules for which individual credit may be obtained in terms of rule G1.11.9.1 above, are nevertheless intrinsically linked to one or more other modules. Such linkages must be confirmed by specific faculty rules which must adhere to the following general rules:
G1.11.11.2	In the case where learning in the subsequent module builds cumulatively on the learning in the previous module, the previous module may be passed if the weighted average final mark for the two modules is at least 50%, provided that the subsequent module must have been passed on its own and that a minimum final mark of at least 40%, as well as a subminimum mark of at least 40% for the final assessment, must have been obtained for the first module.
G1.11.11.3	In the case where the content of two or more modules form an integrated whole, these modules may be passed if the weighted average mark of these modules is at least 50%, provided that a minimum final mark of at least 40%, as well as a subminimum mark of at least 40% for the final assessment, must be obtained for each individual module.

G1.11.11.4	If all linked modules have not been passed in terms of rules G1.11.11.2 and G1.11.11.3 above, credit is retained for the modules which were passed on their own; modules which were not passed must be repeated and individually passed in a subsequent academic year.
G1.11.11.5	The linking of modules and the consequent averaging of marks is only allowed in respect of the same academic year.
G1.11.11.6	A specific faculty rule may determine that the minimum final and subminimum marks referred to in rules G1.11.11.2 and G1.11.11.3 above shall be at least 45%.
G1.11.11.7	The linking of modules and the application of these rules must be explained in the module guide of a linked module which is provided to students at the commencement of each module.
G1.11.12	Release of Provisional Unmoderated Final Assessment Results:
G1.11.12.1	Provisional unmoderated results are released for the sole purpose of giving students advance notification of potential re-assessments or deferred assessments or last outstanding assessments on the dates as published in the Almanac.
G1.11.13	Release of Final Assessment Results:
G1.11.13.1	Provisional unmoderated marks must be published for students according to the dates published in the Almanac.
G1.11.13.2	Final moderated marks must be published for students according to the dates published in the Almanac.
G1.11.13.3	In exceptional circumstances key modules may annually be identified after consultation between Faculties and the Assessment and Graduation Section for which individualised release dates can be determined.
G1.11.13.4	The Assessment and Graduation Section will publish a schedule for submission of module marks for each assessment period.
G1.11.13.5	The onus is on a student to obtain their final results when published. (Refer rule G1.17)
G1.12	Deferred Assessment (Examinable modules):
G1.12.1	A student prevented from completing, a normal final assessment due to circumstances beyond the student's control may be granted permission by the Assessment and Graduation Section to sit for a deferred assessment.
G1.12.2	Such a student must submit a written application, supported by documentary evidence to the Assessment and Graduation Section before the first final assessment, but no later than three (3) working days after the date of the respective final assessment.
G1.12.3	Deferred assessment due to illness:
G1.12.3.1	In the case of illness, a medical certificate must be submitted with the application for permission to complete a deferred assessment.

G1.12.3.2	The medical certificate must clearly indicate the nature of the illness and confirm that the student was, according to the clinical opinion of a medical practitioner, unfit to sit for the final assessment on the day of the assessment in question.
G1.12.3.3	The University also reserves the right to investigate the validity of a medical certificate and to make a final decision informed by the investigation.
G1.12.4	Deferred assessment due to death in the family:
G1.12.4.1	In the case of death in the family, a certified copy of the death certificate must be submitted with the application for permission to complete a deferred assessment.
G1.12.5	Deferred assessment on religious grounds or cultural practices or observances:
G1.12.5.1	In the case of application on religious grounds or cultural practices or observances, a letter from the relevant ordained religious leader or designated authority in charge on an official letterhead must be provided with the application for permission to complete a deferred assessment.
G1.12.6	Deferred assessment to take part in any recognised sport, cultural or other student activities at provincial level or higher:
G1.12.6.1	In the case of a student who is required to take part in any recognised sport, cultural or other student activities at provincial level or higher, at a time which is likely to affect the student's preparation for and/or writing of an end-of-module assessment.
G1.12.7	Deferred assessment to take part in University approved activities:
G1.12.7.1	Students participating in University approved activities may also be eligible to be granted a deferred assessment.
G1.12.8	Deferred final assessment will not be allowed if a student:
G1.12.8.1	Misreads/misinterprets the timetable;
G1.12.8.2	Acts on unofficial information;
G1.12.8.3	Arrives late for an end-of-module assessment;
G1.12.8.4	Is unable to identify themselves satisfactorily at the venue.
G1.12.8.5	Has completed a final assessment and afterwards applies for a deferred assessment on the basis of illness or other circumstances.
G1.12.9	Failure to write deferred assessment:
G1.12.9.1	If a student fails to complete a deferred assessment, the opportunity shall be forfeited, unless deemed otherwise by the Faculty Management Committee.
G1.12.9.2	An appeal to the Faculty Management Committee must be submitted within 3 days and must follow the procedure outlined in rule G1.12.2 .
G1.13	Final Re-assessments (Examinable Modules)

G1.13.1	Students who have failed the original final assessment in a module may qualify for a final re-assessment of any work (including portfolios) or final assessments in that module, provided that a final re-assessment shall not be granted in respect of modules offered in the academic recess periods.
G1.13.2	In order to qualify for a final re-assessment, a student must have obtained a final mark of at least 45% in the original final assessment, irrespective of the subminimum not having being met.
G1.13.3	Final re-assessments are normally conducted during a period preceding the commencement of the following academic cycle as scheduled in the General Prospectus.
G1.13.4	A final re-assessment does not constitute a separate new assessment. The assessment criteria or ratios used in the original calculation of the final mark shall also apply to the final re-assessment, but the final mark thus obtained may not exceed 50%.
G1.13.5	If a student fails to complete the final re-assessment, the opportunity shall be forfeited, unless deemed otherwise by the Faculty Management Committee.
G1.13.6	An appeal to the Faculty Management Committee must be submitted within 3 days and must follow the procedure outlined in rule G1.12
G1.13.7	A fee per module will be debited to the student's account after the final re-assessment has been written.
G1.14	Modules with no re-assessment opportunities:
G1.14.1	In exceptional circumstances re-assessments may not be available for specific modules as approved by ECS and published in the Faculty Prospectus.
G1.15	Last Outstanding Assessment (Examinable Modules)
G1.15.1	A final year student or a student registered for an undergraduate one-year qualification or programme who after the completion of the normal semester final assessments, needs to pass only one outstanding module to complete a qualification or programme, and has not qualified for a final re-assessment in that module, shall nevertheless be granted a final re-assessment in that module.
G1.15.2	For the consistent implementation of this rule, the following definitions and sub-rules must be applied:
G1.15.2.1	A final year student is a registered student who has qualified to be categorised as such by virtue of the student's academic progress up to the end of the previous academic year.
G1.15.2.2	One outstanding module refers to one year module, one semester module or the equivalent of one semester module (for example two term modules, which may or may not be from the same discipline), or one term module for which the student has been registered in the current academic year.

G1.15.3	The rule must be applied separately and independently in respect of the final results for the mid-year and end-of-year assessment periods:
G1.15.3.1	After the final results are available for the mid-year assessment period: it must be assumed that the student will pass all year, second semester and term 3 and 4 modules he/she has registered for, as well as all final re-assessments during the mid-year re-assessment period. A student who has not registered for their outstanding second semester module(s), should there be any, shall not be eligible for a last outstanding assessment after the mid-year re-assessment period.
G1.15.3.2	After the final results are available for the end-of-year assessment period: the student must have passed all first semester and term 1 and 2 modules.
G1.15.3.3	If the only outstanding module, as defined in G1.15.3.2 above, is a module for which the student did not qualify for admission to the assessment in terms of rule G1.10.4 , a last outstanding re-assessment shall nevertheless be granted for that module even if the subminimum in the examination was not met. However, this sub-rule will not apply if the non-admission to the assessment was the result of non-compliance with a sub-minimum requirement relating to a compulsory laboratory or assignment component of the class mark.
G1.15.3.4	A last outstanding assessment does not constitute a separate new final assessment and is therefore subject to rule G1.12.4 .
G1.15.3.5	A student shall complete a last outstanding assessment in the period when final re-assessments are written.
G1.15.3.6	This rule shall not apply if a student has failed a final re-assessment or a last outstanding assessment in that module. A final re-assessment shall not be granted on a last outstanding assessment.
G1.15.3.7	If a student fails to complete a last outstanding assessment, the opportunity shall be forfeited, unless deemed otherwise by the Faculty Management Committee. An appeal to the Faculty Management Committee must follow the procedure outlined in rule G1.11 .
G1.15.3.8	A student registered for occasional studies in terms of rule G1.4.16 shall not qualify for a last outstanding assessment.
G1.15.3.9	A final re-assessment does not constitute a separate new assessment. The final assessment criteria or ratios used in the original calculation of the final mark shall also apply to the final re-assessment, but the final mark thus obtained may not exceed 50%.
G1.15.3.10	Under normal circumstance a last outstanding assessment is not applicable for continuous assessment modules unless recommended by the respective Head of Department. The final mark obtained for the end of module last outstanding assessment may not exceed 50%.
G1.15.3.11	Capstone modules are excluded from this opportunity.
G1.15.3.12	No subsequent opportunities will be allowed should the student fail.
G1.16	Notification of Final Assessment Results:
G1.16.1	This includes results of, re-assessments, deferred assessments and last outstanding assessments.
G1.16.2	Results will only be released if the student account is not in arrears by any of the respective payment dates.

G1.16.3	The Assessment and Graduation Section is responsible for notifying a student of the official final results.
G1.16.4	The official results will indicate whether a student qualifies for a re-assessment, deferred assessment or last outstanding assessment.
G1.16.5	Final results shall be made available by the Assessment and Graduation Section by means of email to the students' University's email addresses as well as on the Student Portal.
G1.16.6	Notice of dates, times and venues for re-assessments/final re-assessments, deferred assessments and last outstanding assessments will be issued to students irrespective of fees owed to the university.
G1.16.7	Final results may also be made available via SMS to students' cell phone numbers.
G1.16.8	Printed final results will be made available upon request at no cost to the student via Student Systems, Records and Registration Section or the Assessment and Graduation Section.
G1.16.9	If there is any inconsistency between the information displayed on the various media platforms, the final results reflected on the ITS System (Student i-Enabler) shall be regarded as the official results.
G1.16.10	The onus is on the student to ascertain whether he/she qualifies for a re-assessment/final re-assessment, deferred assessment or last outstanding assessment and the time and place of such an assessment /examination.
G1.16.11	A student, who interprets the notification of the re-assessment, final re-assessment, deferred assessment or last outstanding assessment incorrectly, cannot claim another opportunity to be assessed.
G1.17	Viewing of Final Assessment Scripts:
G1.17.1	A student has the right to view their assessment/final assessment scripts and associated memoranda on application to the Assessment and Graduation Section for examinable modules and the respective department for continuous assessment modules.
G1.17.2	The timelines for submitting applications will be as indicated in the University Almanac.
G1.18	Re-marking of final assessment scripts (Examinable Modules)
G1.18.1	If a student is not satisfied with the marking of their final assessment script, the student may apply for a re-mark of such a script, provided that the student account is not in arrears, subject to completion of the relevant application form at the Assessment and Graduation Section for examinable modules and payment of the prescribed fees where applicable as determined by the University.
G1.18.1	The timelines for the application process for the re-marking of a script shall be as published in the University Almanac.
G1.18.3	Applications for re-marking apply exclusively to examinable modules.
G1.18.4	Cancellation of a request for the re-mark for an examinable module script will not be allowed once the prescribed fee has been paid. The prescribed fee is not refundable, unless the re-mark results in a changed result (from a fail to a pass; a pass to a distinction or vice versa).
G1.18.5	The Head of Department concerned shall appoint a person other than the original examiner/moderator to re-mark the script.

G1.18.6	The outcome of the re-mark of a final assessment script for an examinable module, once approved by the relevant Head of Department, will become the official mark for that script.
G1.19	Moderation of assessments:
G1.19.1	On behalf of the Senate, the respective Faculty Management Committees appoint at least one examiner and one moderator for the assessments in modules offered by the University.
G1.19.2	Except with the permission of Senate all modules other than exit-level modules or modules for a one-year undergraduate qualification or programme shall be subject to internal moderation.
G1.19.3	Except with the permission of Senate, all exit-level modules shall be subject to external moderation.
G1.19.4	The Faculty Management Committees in collaboration with the Assessment and Graduation Section determine moderation procedures for continuous assessment modules which should include describing which and how assessment components need to be moderated and when the moderation should take place.
G1.19.5	The Faculty Management Committees determine in collaboration with the Assessment and Graduation Section determines an appeals procedure for students to appeal the appropriateness or accuracy of a mark awarded. The appeals procedure should be published in the module guide.
G1.19.6	The Assessment and Graduation Section will in collaboration with the Faculty Management Committee publish internal and external moderation procedures for assessments.
G1.20	Submission of documentation for graduation purposes:
G1.20.1	The final date for the submission of documentation which may have a bearing on the graduation of a student in that particular academic year, shall be as published by the University in the Almanac, in order to graduate in that particular academic year, e.g. portfolios, log books, applications for module credits, etc.
G1.21	Obtaining a Certificate/Diploma/Degree:
	The certificate, diploma or degree shall be awarded to a student who obtains at least 50% in each prescribed module.
G1.22	Awarding a Certificate / Diploma / Degree Cum Laude:
G1.22.1	Rule exclusion:
G1.22.1.1	This rule excludes Advanced Diplomas, BTech, Postgraduate diplomas, Honours, Masters and Doctoral degrees
G1.22.2	Unless Senate has approved a different faculty rule, as published in the respective Faculty Prospectus, in respect of rule G1.22.2.4 below, a qualification or programme is awarded cum laude if the student:
G1.22.2.1	Completed the qualification in the prescribed minimum period of study for the applicable full-time or part-time qualification or programme;
G1.22.2.2	Passed all the prescribed modules of the qualification or programme at the first attempt for each module;

G1.22.2.3	Obtained a weighted average mark of at least 75% across all the modules of the qualification or programme and
G1.22.2.4	Obtained a weighted average mark of at least 75% across all the major modules of the qualification or programme as identified in the faculty rules.
G1.22.2.5	In the absence of approved major modules as provided for in G1.22.2.4 no weighted average for exit level modules will be required.
G1.22.2.6	The registration of the student in the final year of study for full-time or part-time will determine the minimum period of study.
G1.23	Graduation
	In terms of the University Statute, degrees are conferred, and certificates and diplomas awarded at a congregation of the University. The Chancellor presides or in his or her absence the Vice-Chancellor or Acting Vice-Chancellor presides.
G1.24	Issuing of qualification or programme certificates
G1.24.1	Qualification or programme certificates are only issued once the degrees, diplomas, postgraduate certificates and such other qualifications as determined by the Rules are awarded at a congregation (graduation ceremony) as per the Statute of the Nelson Mandela University.
G1.24.2	Qualification or programme certificates are issued only once in paper format.
G1.24.3	Students who have graduated may apply for a digital replacement (duplicate) certificate of the original certificate.
G1.25	Withdrawal and revocation of a qualification
G1.25.1	The University Council in consultation with Senate reserves the right to withdraw and revoke a qualification or programme that was awarded:
G1.25.1.1	On the basis of a material error on the part of the University provided that such withdrawal and revocation may only take place within a period not exceeding two years after the award; or
G1.25.1.2	As a result of fraudulent or dishonest act in connection with the obtaining of such qualification.
G1.25.2	Prior to withdrawing and revoking the Qualification or programme, the Registrar must:
G1.25.2.1	Notify the recipient of the qualification or programme concerned that a revocation and withdrawal is being considered;
G1.25.2.2	Provide the recipient with relevant information justifying the intended action;
G1.25.2.3	Provide the recipient with an opportunity to obtain assistance and to present their case and
G1.25.2.4	Consider the submissions and representations of the recipient.
G1.26	Qualifications awarded posthumously
	The University may award a diploma/certificate or confer a degree posthumously if the student already complied with all the requirements of the qualification or programme concerned before passing away.

G1.27	Conferring of honorary doctoral degrees
	Unless determined otherwise by Council, with the concurrence of Senate, and in terms of its Statute, the University confers honorary doctoral degrees in accordance with criteria contemplated in paragraph 85 of the Statute of the Nelson Mandela University.
G1.28	Withdrawal and revocation of a honorary doctoral degree or award
G1.28.1	The University Council in consultation with Senate reserves the right to withdraw and revoke an honorary doctoral degree or award that was awarded:
G1.28.1.1	On the basis of a material error on the part of the University or
G1.28.1.2	When the candidate no longer complies with the criteria for conferring of honorary doctoral degree or award as defined in the Rules and Procedures for Conferring of Honorary Awards.
G1.28.2	Prior to withdrawing and revoking the doctoral degree or award, the University must:
G1.28.2.1	Notify the recipient of the honorary degree concerned that a revocation and withdrawal is being considered;
G1.28.2.2	Provide the recipient with relevant information justifying the intended action;
G1.28.2.3	Provide the recipient with an opportunity to obtain assistance and to present their case and
G1.28.2.4	Consider the submissions and representations of the recipient.
G1.29	Plagiarism and academic dishonesty
	Plagiarism and any instance of academic dishonesty will be dealt with in terms of the Student Disciplinary Code. Students are referred to the Policy on Academic Integrity and Prevention of Plagiarism available on the student portal.
G1.30	Transitional General Rules for Qualifications or Programmes:
G1.30.1	Effect of Amendment of Rules:
	If either the general rules for qualifications or programmes or specific faculty rules applicable to an academic qualification or programme are amended, the new rules shall apply to all affected students, unless those rules specifically state that the previous rules shall still apply to students who commenced their studies prior to the amendment.
G1.30.2	Phasing out of pipeline programmes:
G1.30.2.1	Unless Senate decides otherwise, pipeline qualifications or programmes shall be offered for two years longer than the minimum duration of the qualification or programme.
G1.30.2.2	Individual modules offered in qualifications or programmes that are being phased out may be discontinued earlier subject to approval by Faculty Management Committee after consultation with impacted service departments.

G1.30.2.3	Refer to the Faculty Prospectus for the phasing out detail for programmes and modules.
GENERAL RULES FOR ADVANCED DIPLOMAS AND BTECH DEGREES	
G2	Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications or programmes shall also apply to Advanced Diplomas and BTech degrees - BTech degrees are in the process of being phased out.
G2.1	Access: Articulation and Admission
G2.1.1	The holders of an appropriate diploma or other qualifications or programmes approved by Senate, may be accepted as students for Advanced Diplomas and BTech degrees.
G2.1.2	Additional requirements relating to the level of competence achieved for the diploma may be stipulated in the faculty rules.
G2.2	Re-admission
G2.2.1	Students, who have not completed the diploma or degree after two years (full-time) or four years (part-time), must apply for re-admission to the diploma or degree. Should such students be re-admitted, the retention of credits already obtained towards the degree/diploma shall be subject to departmental approval.
G2.3	Duration of Study
G2.3.1	The curriculum for a full-time Advanced Diploma and BTech degree shall be offered over at least one year. The curriculum for a part-time Advanced Diploma and BTech degree shall normally be offered over at least two years. Additional specifications are stipulated in the faculty prospectus.
G2.4	Repeating modules
G2.4.1	Unless Senate approves a different rule for a specific qualification or programme, an Advanced Diploma and BTech degree student shall be permitted to repeat a failed module more than once provided that the maximum period of study is not exceeded.
G2.5	Re-assessment
G2.5.1	A student who has obtained a final mark of 45% for a non-research module, shall be granted a re-assessment in that module.
G2.5.2	In the event that the final mark for a non-research module is below 45%, a students may apply for permission from the Faculty Management Committee for a re-assessment in that module, on the grounds of exceptional circumstances,
G2.5.3	The application on grounds of exceptional circumstances must be submitted to the Assessment and Graduation Section not later than 2 days after the publication of the final marks.
G2.5.4	A re-assessment does not constitute a separate new assessment. The assessment criteria and ratios used in the original calculation of the final mark shall also apply to the re-assessment, but the final mark thus obtained may not exceed 50%.

G2.6	Last Outstanding Re-assessment: Non-Research Module
G2.6.1	Students who are in their final year of study, and who after either the first or second semester final assessments need only one non-research module to obtain their qualification or programme shall be granted a re-assessment in that module.
G2.7	Projects
G2.7.1	The date for the submission of projects (where applicable) shall be the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the General Prospectus of the University, unless an earlier date has been determined in the faculty rules. Students may nevertheless submit their projects after the above-mentioned submission date subject to provisions of rule G2.7.2 .
G2.7.2	If the assessment of a student's project is not completed in time for the degree to be awarded, the student must re-register for the academic year concerned.
G2.8	Awarding of Advanced Diploma / BTech Degree Cum Laude
G2.8.1	The Advanced Diploma and the BTech degree shall be awarded cum laude to students who:
G2.8.2.1	Obtain a weighted average mark of not less than 75% for all the modules prescribed in their curriculum, provided that all the modules have been passed at the first attempt and
G2.8.3.2	Complete the qualification or programme in the prescribed minimum period of study for the applicable full-time or part-time qualification or programme as stipulated in the faculty prospectus.
G2.8.3.3	The registration of the student in the final year of study for full-time or part-time will determine the minimum period of study.
GENERAL RULES FOR POSTGRADUATE CERTIFICATES AND DIPLOMAS	
G3	Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications or programmes shall also apply to Postgraduate Certificates and Diplomas.
G3.1	Access: Articulation and Admission
G3.1.1	The holders of an appropriate Bachelor's degree, an appropriate Advanced Diploma or of other qualifications or programmes approved by Senate.
G3.1.2	Additional requirements relating to the level of competence achieved for the Bachelor's degree or Advanced Diploma may be stipulated in the faculty rules.
G3.2	Re-admission
G3.2.1	Students, who have not completed the certificate or diploma after two years full-time and four years part-time study, must apply for re-admission to the certificate or diploma. Should such students be re-admitted, the retention of credits already obtained towards the qualification shall be subject to departmental approval.
G3.3	Duration of Study
G3.3.1	The curriculum for a full-time Postgraduate Diploma and Postgraduate Certificate shall be offered over at least one year.

G3.3.2	The curriculum for a part-time Postgraduate Diploma and Postgraduate Certificate shall normally be offered over at least two years.
G3.3.3	Additional specifications are stipulated in the faculty prospectus.
G3.4	Repeating modules
G3.4.1	Unless Senate approves a different rule for a specific qualification or programme, a Postgraduate Certificate or Diploma student shall be permitted to repeat a failed module more than once provided that the maximum period of study is not exceeded.
G3.5	Re-assessment
G3.5.1	A student who has obtained a final mark of 45% for a non-research module, shall be granted a re-assessment in that module.
G3.5.2	In the event that the final mark for a non-research module is below 45%, a student may apply for permission from the Faculty Management Committee for a re-assessment in that module, on the grounds of exceptional circumstances,
G3.5.3	The application on grounds of exceptional circumstances must be submitted to the Assessment and Graduation Section not later than 2 days after the publication of the final marks.
G3.5.4	A re-assessment does not constitute a separate new assessment. The assessment criteria and ratios used in the original calculation of the final mark shall also apply to the re-assessment, but the final mark thus obtained may not exceed 50%.
G3.6	Last Outstanding Re-assessment: Last Outstanding Module
G3.6.1	Students who are in their final year of study, and who after either the first or second semester final assessments need only one non-research module to obtain their qualification or programme shall be granted a last outstanding assessment in that module.
G3.7	Research project
G3.7.1	The final date for the submission of a research project, should it be prescribed in the curriculum shall be the first Friday of December for the Autumn Graduation and the first Friday in August for the Summer Graduation as published in the General Prospectus of the University, unless an earlier date has been determined in the faculty rules.
G3.7.2	Students may submit their research project after the prescribed submission dates subject to the provisions of rule G3.7.3 .
G3.7.3	If the assessment of a student's research project is not completed in time for the Diploma to be awarded, the student must re-register for the academic year concerned.
G3.8	Awarding of Postgraduate Certificates and Diplomas cum laude
G3.8.1	The Postgraduate Certificate and Diploma shall be awarded cum laude to students who:
G3.8.1.1	Obtain a weighted average mark of not less than 75% for all the modules prescribed in the curriculum, provided that all the modules have been passed at the first attempt; and

G3.8.1.2	Complete the qualification or programme in the prescribed minimum period of study for the applicable full-time or part-time qualification or programme.
G3.8.1.3	The registration of the student in the final year of study for full-time or part-time will determine the minimum period of study.
GENERAL RULES FOR HONOURS DEGREES	
G4	Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications or programmes shall also apply to Honours degrees.
G4.1	Access: Articulation and Admission
G4.1.1	The holders of an appropriate Bachelor's degree or other qualifications or programmes approved by Senate, may be accepted as students for Honours degrees.
G4.1.2	Additional requirements relating to the level of competence achieved for the Bachelor's degree may be stipulated in the faculty rules.
G4.2	Re-admission
G4.2.1	Students, who have not completed the Honours degree after two academic years full-time and four academic years part-time study, must apply for re-admission to the Honours degree. Should such students be re-admitted, the retention of credits already obtained towards the qualification or programme shall be subject to departmental approval.
G4.3	Duration of Study
G4.3.1	The curriculum for an Honours degree shall be offered over at least one academic year full-time and two academic years part-time study. Additional specifications are stipulated in the faculty prospectus.
G4.4	Repeating modules in Honours degrees
G4.4.1	Unless Senate approves a different rule for a specific qualification or programme, an Honours student shall be permitted to repeat a failed module more than once provided that the maximum period of study is not exceeded.
G4.5	Re-assessment
G4.5.1	A student who has obtained a final mark of 45% for a non-research module, shall be granted a re-assessment in that module.
G4.5.2	In the event that the final mark for a non-research module is below 45%, a student may apply for permission from the Faculty Management Committee for a re-assessment in that module, on the grounds of exceptional circumstances,
G4.5.3	The application on grounds of exceptional circumstances must be submitted to the Assessment and Graduation Section not later than 2 days after the publication of the final marks.
G4.5.4	A re-assessment does not constitute a separate new assessment. The assessment criteria and ratios used in the original calculation of the final mark shall also apply to the re-assessment, but the final mark thus obtained may not exceed 50%.

G4.6	Last Outstanding Re-assessment: Last Outstanding Module
G4.6.1	Students who are in their final year of study, and who after either the first or second semester final assessments need only one non-research module to obtain their qualification or programme shall be granted a re-assessment in that module.
G4.7	Treatises/Research/Projects:
G4.7.1	The final date for the submission of a research project, should it be prescribed in the curriculum shall be the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the General Prospectus of the University, unless an earlier date has been determined in the faculty rules.
G4.7.2	Students may submit their research project after the prescribed submission dates subject to the provisions of rule G4.7.3 .
G4.7.3	If the assessment of a student's research project is not completed in time for the Honours to be awarded, the student must re-register for the academic year concerned.
G4.8	Awarding of the Honours Degree Cum Laude
G4.8.1	The Honours degree shall be awarded cum laude to students who:
G4.8.1.1	Obtain a weighted average mark of not less than 75% for all the modules prescribed in their curriculum, provided that all the modules have been passed at the first attempt; and
G4.8.1.2	Complete the qualification or programme in the prescribed minimum period of study for the applicable full-time or part-time qualification or programme.
G4.8.1.3	The registration of the student in the final year of study for full-time or part-time will determine the minimum period of study.
GENERAL RULES FOR MASTERS AND DOCTORAL DEGREES	
G5	Unless stipulated otherwise hereinafter, or unless the context indicates otherwise, the general rules for all qualifications or programmes shall also apply to Masters and Doctoral degrees.
G5.1	Access: Articulation and Admission
G5.1.1	Holders of an appropriate Honours or four year professional Bachelor's degree (in the case of Masters studies) and the holders of a recognised Master's degree (in the case of Doctoral studies) or the holders of other qualifications or programmes approved by Senate, may be accepted as students for the relevant degree.
G5.1.2	Students who have passed the assessments on the grounds of which they will be awarded the relevant degree by a University or on the grounds on which the required status may later be granted to them, or who have in any other manner (e.g. RPL) attained a level of competence which in Senate's opinion is adequate for the purpose of postgraduate studies or research at the required level, may be accepted as students for the relevant degree.
G5.1.3	Apart from the general admission requirements, a student may be required to fulfil further requirements, e.g. supplementary work or an oral/written examination as prescribed by Senate.

G5.1.4	Applicants wishing to pursue either a masters by dissertation or doctoral studies are required, as part of the application process, to provide a broad outline of proposed area of research as per each entities postgraduate prospectus or research application requirements.
G5.1.5	Applicants wishing to pursue a coursework masters will receive guidance from the assigned postgraduate programme co-ordinator with regard to the choice of a research topic to fulfil the requirements for the treatise component of their chosen degree programme.
G5.1.6	An application for a postgraduate qualification or programme may, after selection by the Head of Department or Director of School, in consultation with the relevant Postgraduate Studies Coordinator, and ratification by the Faculty Postgraduate Studies Committee, be processed by the Faculty Academic Administration Section.
G5.2	Re-admission
G5.2.1	On recommendation of the supervisor, the Faculty Postgraduate Studies Committee may refuse permission for the continued registration of a student on the grounds of unsatisfactory academic progress.
G5.2.1	The university may refuse a student re-admission, if such a student fails to make satisfactory academic progress in terms of agreed upon outcomes with the student's research supervisor.
G5.3	Module Credits
G5.3.1	Applications for credits in respect of coursework masters studies will be considered by Head of Department for approval.
G5.4	Enrolment: Registration and Continuing Registration:
G5.4.1	Subject to rule G5.4.2 , The first registration of students for research Masters and Doctoral degree programmes may be at any time during the academic year.
G5.4.2	If in any academic year a new student for a research degree registers after the last working day of April, their period of registration for that academic year shall not be taken into account for the purpose of rule G5.8 and will pay fees on a pro rata basis.
G5.4.3	A student must renew their registration for the study on an annual basis, for the full period of study, until the student has complied with all the prescribed requirements for the degree.
G5.4.4	Registration must take place online, within the normal registration period.
G5.4.5	Late registrations shall be accepted up to the predetermined date published in the University Almanac.
G5.4.6	If a student fails to renew their registration as a student, the registration of the student's research project shall lapse subject to rule G5.6.1 .
G5.4.7	The continued registration of a postgraduate student is subject to a favourable annual progress report. The postgraduate student is responsible for initiating the report annually, in collaboration with the supervisor, by the date published by the University in the Almanac and submitting this for endorsement to the Head of Department / Director of School.
G5.4.9	If the assessment of a student's treatise/dissertation/thesis is not completed in time for the degree to be awarded in a particular year, the student must re-register for the academic year concerned and pay a fee as determined.

G5.4.10	G5.4.9 is subject to evidence of recourse taken by the Assessment and Graduation Section, the Research Directorate and Faculty Management to facilitate the completion of the process in terms of published deadlines.
G5.5	Enrolment: Conversion of registration from a masters to a doctoral degree
G5.5.1	In exceptional cases, where the scope and impact of a masters research project which was originally approved by Faculty Postgraduate Studies Committee has grown to a level that is undoubtedly at doctoral level, a student may apply with all supervisor's concurrence to have their registration converted to a doctoral programme.
G5.5.2	Such conversion may only be requested after at least one academic year has been completed after first registration for the Masters.
G5.5.3	The Faculty Postgraduate Studies Committee will consider the merits of the request based upon the submission of a substantive report each by the candidate and supervisor, and endorsed by the Executive Dean, which puts forward a clear argument of the background to the study, results achieved thus far, and the status of the findings in context of the existing disciplinary knowledge.
G5.5.4	Based on its deliberations Faculty Postgraduate Studies Committee will make a recommendation for final approval by the University's Postgraduate Studies Committee.
G5.5.5	A student who converts from a masters to a doctoral study will still have to comply with the minimum study period requirement for doctoral studies of 2 years.
G5.5.6	A student who converts from a masters to a doctoral study will not be entitled to be awarded a masters degree and the transfer cannot be reversed.
G5.6.6	In instances where a students covert after the published deadline for registration for Masters and Doctoral research degrees the year would not count towards the requirements of the minimum/maximum period of study.
G5.6	Enrolment: Registration of research project
G5.6.1	Where applicable, a student must submit a research proposal for approval by the Faculty Postgraduate Studies Committee within the prescribed minimum period as stipulated in the Policy on Masters and Doctoral Degrees. Once such approval has been obtained, an official research project is registered by the Faculty Academic Administration Section on the M & D System.
G5.6.2	Unless the Faculty Postgraduate Studies Committee decides otherwise, no student will be allowed to continue with their studies if a research project has not been registered within the prescribed minimum period as stipulated in the Policy on Master's and Doctoral Degrees.
G5.7	Study in abeyance
G5.7.1	The Faculty Postgraduate Studies Committee can in extraordinary circumstances, on the recommendation of the supervisor, approve a student's application for studies to be placed in abeyance for a period of up to one academic year; in which case the student must submit a motivated application regarding the above before the last day of February of the relevant academic year to the relevant Head of Department or Director of School.

G5.7.2	If a student does not apply for studies in abeyance by the published deadline or fails to re-register in the following academic year for the relevant postgraduate degree, such a student forfeits the right of abeyance and will have to re-apply for admission.
G5.7.3	The academic years during which the registration has lapsed (that is, where a student has not placed studies in abeyance, or has failed to register, or has not made any contact with the University) would be considered as part of the formal prescribed maximum study period for the completion of the degree
G5.7.4	A registered student should request an abeyance within nine (9) months of that year's registration, if proof can be provided (doctor's certificate or other documentation) of issues occurring within the first six (6) months of that academic year and consequently no meaningful academic progress was achieved. A strong motivation, with supporting documents, may be submitted to Faculty Postgraduate Committee for consideration for studies being placed in abeyance for the current academic year.
G5.7.5	In exceptional cases, the Faculty Postgraduate Studies Committee may grant permission for studies to be placed in abeyance for an additional year but such abeyance may not be granted for more than a total of two academic years during the complete maximum period of study for the degree.
G5.7.6	The period of approved abeyance is not constituted as an academic year.
G5.8	Duration:
G5.8.1	The minimum period of study for a postgraduate research qualification is as follows:
G5.8.1.1	Master's degree: One (1) academic year
G5.8.1.2	Doctoral degree: Two (2) academic years
G5.8.2	Unless Senate approves a different rule for a specific programme, the maximum period of study for Full-time Studies for the following postgraduate qualifications or programmes is as follows:
G5.8.2.1	Masters by coursework and treatise: Three (3) academic years
G5.8.2.2	Masters by dissertation: Three (3) academic years
G5.8.2.3	Doctoral studies: Four (4) academic years
G5.8.3	Unless Senate approves a different rule for a specific programme, the maximum period of study for Part-time Studies for the following postgraduate qualifications or programmes is as follows:
G5.8.3.1	Masters in Business Administration: Four (4) academic years
G5.8.3.2	Masters by coursework and treatise: Four (4) academic years
G5.8.3.3	Masters by dissertation: Four (4) academic years
G5.8.3.4	Doctoral studies: Six (6) academic years
G5.8.3.5	Doctor in Business Administration: Six (6) academic years
G5.9	Application for extension of the maximum period of study
G5.9.1	A student must complete the prescribed form and provide comprehensive reasons for the student's failure to complete the programme within the prescribed period;
G5.9.2	Stipulate their proposed date of completion of the programme.
G5.9.3	An application for extension of the maximum period of study is subject to the approval of:
G5.9.3.1	The Faculty Postgraduate Studies Committee for any period up to one academic year;

G5.9.3.2	The University's Postgraduate Studies Committee, on recommendation of the Faculty Postgraduate Studies Committee, for any period exceeding one academic year.
G5.9.4	Appeals against the decisions of the Faculty Postgraduate Studies Committee and the University's Postgraduate Studies Committee in the above regard are considered by the University's Postgraduate Studies Committee and the Executive Committee of Senate, respectively, whose decisions are final.
G5.9.5	Applications for extensions of study period should be submitted to the Faculty Academic Administration Section by the end of November for the following academic year.
G5.10	Outcomes of the Research
G5.10.1	A student must in their treatise/dissertation/thesis achieve the relevant outcomes articulated in the University's Policy on Master's and Doctoral Degrees, as published on the student portal.
G5.10.2	Students shall conduct their research under the guidance of a supervisor appointed by the Faculty Postgraduate Studies Committee.
G5.10.3	In the event of a supervisor being appointed from outside the University, the Faculty Postgraduate Studies Committee shall also appoint, as co- supervisor, a member of the academic staff of the University, except if this is not practical on account of lack of expertise.
G5.10.4	In terms of G5.10.3 the Faculty Postgraduate Studies Committee shall nevertheless appoint an academic staff member of the University to liaise with the supervisor about implementation of the University's administrative and academic policies.
G5.10.5	In the event of a supervisor ceasing to be a member of the academic staff, the Faculty Postgraduate Studies Committee may request such supervisor to remain supervisor in all respects of a registered student of the University and to attend, in an advisory capacity, meetings of any committee, at which the promotion will be discussed, so that the supervisor may be available to answer any queries that may arise.
G5.10.6	In compliance with the prescribed learning agreement, the student must liaise with their supervisor on a regular basis to report on the progress made with the student's research and to receive guidance from the supervisor.
G5.10.7	Applications to amend research titles must be approved by the Faculty Postgraduate Studies Committee on recommendation by the supervisor. In the case of a substantial amendment, the Faculty Postgraduate Studies Committee may require an amended research proposal.
G5.11	Submission for assessment
G5.11.1	When the treatise/dissertation/thesis nears completion, the student must inform the relevant Faculty Academic Administration Section in writing of the intention to submit it for assessment.
G5.11.2	Such notice must be given by the deadline as published in the university calendar. This intention to submit is important for the appointment of examiners for the treatise/dissertation/thesis. Failure to submit may lead to a delay in the student's assessment process.

G5.11.3	A treatise/dissertation/thesis may only be submitted for assessment with the written permission of the supervisor(s) or a statement by the supervisor that the treatise/dissertation/thesis is submitted against the advice of the supervisor.
G5.11.4	A treatise/dissertation/thesis must be accompanied by a written declaration on the part of the student to the effect that it is the own original work of the student and that it has not previously been submitted for assessment to another University or for another qualification. However, material from publications by the student may be embodied in a treatise/dissertation/ thesis.
G5.11.5	For purposes of assessment, students must submit [at least three (3) securely bound copies and one] a single electronic copy in PDF format of the treatise/dissertation/thesis to the Assessment and Graduation Section on the first Friday of December for the autumn graduation and the first Friday in August for the summer graduation as published in the General Prospectus of the University.
G5.12	Editorial Preparation:
G5.12.1	The technical editing of the treatise/ dissertation/thesis must comply with the requirements as determined by the University.
G5.12.1.1	The assessment as well as final copies of the treatise/dissertation/thesis shall be typed with a font size 12 in at least one and a half spacing.
G5.12.1.2	A treatise/dissertation/thesis shall contain an English summary of its contents not exceeding 500 words in the case of a thesis and 300 words in the case of a dissertation. This summary must appear in the front of the treatise/dissertation/thesis following the table of contents and must end with a list of not more than ten key words.
G5.12.1.3	The title of the treatise/dissertation/thesis, as well as the name of the student must appear on the cover page.
G5.12.1.4	The title page of the treatise/dissertation/thesis shall contain the following particulars:
G5.12.1.4.1	Full title;
G5.12.1.4.2	Full name of the student;
G5.12.1.4.3	The following formula: "Submitted in fulfilment in the case of a dissertation/thesis and partial fulfilment in the case of a master's degree by coursework and treatise of the requirements for the degree of in the Faculty of..... at the Nelson Mandela University";
G5.12.1.4.4	Date of submission;
G5.12.1.4.5	Name of the supervisor and co-supervisor (if applicable);
G5.12.1.4.6	A treatise/dissertation/thesis must be satisfactory with regard to form and literary presentation and shall include a full bibliography or resource list of the material, whether published or otherwise, used in its preparation.
G5.13	Submission of citations
G5.13.1	Doctoral students must submit a citation of the doctoral thesis of 100 words in Microsoft Word format together with the PDF copy of the thesis to PGEExams@mandela.ac.za.

G5.13.2	The citation must consist solely of information on academic achievements, and it should be divided into two sections, namely:
G5.13.2.1	Previous qualifications; and
G5.13.2.2	The appraisal of the academic merit of the thesis.
G5.13.3	The length of 100 words excludes G5.13.2.1 and the thesis title.
G5.14	Submission of final treatise/dissertation/thesis for Graduation
G5.14.1	Copies of the treatise/dissertation/thesis submitted for assessment shall become the property of the University and shall not be returned to the student, provided that examiners choose to return their copies.
G5.14.2	After the treatise/dissertation/thesis has been accepted and the student has made the required amendments, if applicable, the student must submit the following documents to the Assessment and Graduation Section:
G5.14.2.1	One electronic copy of the final treatise/dissertation/thesis for the library;
G5.14.2.2	One electronic copy of the final treatise/dissertation/thesis for each supervisor;
G5.14.2.3	If applicable, a written declaration by the supervisor that the proposed amendments to the treatise/dissertation/ thesis have been effected.
G5.14.2.4	If research is bound by a confidentiality agreement, the words 'research is subject to a confidentiality agreement', must be inscribed on the cover of the treatise/dissertation/thesis, as well as on the storage device.
G5.14.2.5	Students who have not effected corrections as directed and/or have not submitted final copies of their treatise/dissertation/thesis as described above, shall be regarded as having not complied with the requirements of the qualification.
G5.14.2.6	Submissions must be made on the dates as published in the General Prospectus of the University. Submission for the Summer Graduation must be submitted by the 2nd Friday in March for the Autumn graduation in April and for the Summer graduation by the 2nd Friday in November.
G5.14.3	Students for doctoral degrees are required to submit to their supervisor(s) a manuscript in article format based on the research for their thesis.
G5.14.4	A manuscript shall:
G5.14.4.1	Be prepared in the format required by an appropriate accredited journal,
G5.14.4.2	Be submitted to the supervisor within six weeks of the submission of the thesis for assessment, but no later than six weeks before the graduation ceremony at which the degree will be awarded, and
G5.14.4.3	Unless the relevant faculty rules determine otherwise, not be assessed as part of the research work for the degree, but the degree will not be awarded if the manuscript has not been submitted timeously to the supervisor.
G5.14.5	A declaration confirming that this requirement has been met shall be submitted via the Assessment and Graduation Section to serve at the relevant meeting of the Faculty Postgraduate Studies Committee that approves the award of the degree.
G5.15	Assessment Rules for Masters and Doctoral Degrees:
G5.15.1	Constitution of the Assessment Panel:

G5.15.1.1	The Faculty Postgraduate Studies Committee appoints the examiners for the treatise/ dissertation/thesis.
G5.15.1.2	For the assessment of a treatise, at least one (1) external examiner should be appointed and one (1) internal examiner who is knowledgeable in the field of study but is not the candidate's supervisor or co-supervisor; alternatively, two (2) external examiners are appointed.
G5.15.1.3	For the assessment of a dissertation two (2) external examiners are appointed or one (1) external examiner and one (1) internal examiner (who is knowledgeable in the field of study but is not the candidate's supervisor or co-supervisor).
G5.15.1.4	The Faculty Postgraduate Studies Committee shall appoint three (3) examiners for the purpose of assessing a doctoral thesis. Of the three examiners to be appointed, at least two examiners shall be external to the University and consideration should be given to appointing at least one external examiner from outside of South Africa.
G5.15.2	Assessment Process:
G5.15.2.1	Examiners must conduct their assessment in accordance with the guidelines for examiners.
G5.15.2.2	The completed reports of all the examiners are submitted via the Assessment and Graduation Section to the Faculty Postgraduate Studies Committee for consideration and to resolve whether the degree should be awarded or not.
G5.15.2.3	A student may be required to submit to an oral assessment on the treatise/dissertation/ thesis.
G5.15.2.4	In the event that a treatise/dissertation/thesis has not been passed by examiners ,but a candidate is invited to do further work or thoroughly revise the treatise / dissertation / thesis, such resubmission must take place as indicated in Rule G5.16.
G5.15.3	Appeals
G5.15.3.1	In the event of a treatise/dissertation/thesis being rejected, the student may submit a duly motivated appeal in writing to the Executive Dean of the relevant Faculty within one month of the release of the result.
G5.15.3.2	The Executive Dean shall submit such appeal, together with the examiners' reports to the University's Postgraduate Studies Committee who must decide, at the next scheduled meeting, whether the appeal must be upheld or not.
G5.15.3.3	The Chairperson of the Postgraduate Studies Committee must notify both the Dean and the student in writing of the outcome.
G5.15.3.4	If the appeal is granted by the University's Postgraduate Studies Committee, the Executive Dean notifies the Faculty Postgraduate Studies Committee, who must then appoint an independent external examiner who shall act as an arbiter (as per the Policy on Master's and Doctoral Degrees).
G5.15.3.5	The decision of the arbiter is final and binding.
G5.15.3.6	Supervisor may not appeal on behalf of the student if the student is not satisfied with the outcome
G5.16	Allocation of Final Mark for Research Project:
G5.16.1	The mark for a Masters treatise/dissertation is calculated as follows:
G5.16.1.1	The mark(s) of the external examiner(s) count at least 50% towards the final mark. If there is more than one external examiner, the average of the marks allocated by them constitutes the external mark. The same applies to the internal examiner(s).

G5.16.1.2	Where all the examiners pass the student, but there is a significant discrepancy between the marks allocated by the external and internal examiners, the Faculty Postgraduate Studies Committee has the discretion to attach a greater weight to the mark(s) of the external examiner(s).
G5.16.1.3	In the event of a student who is not satisfied with the decision of Faculty Postgraduate Studies Committee regarding rejection of treatise/dissertation/thesis or mark allocated, the student may submit a duly motivated appeal in writing to the Executive Dean of the relevant Faculty within one month of the release of the result.
G5.16.1.4	No mark below 50% will be considered as a pass.
G5.17	Resubmission of treatise/dissertation/thesis
G5.17.1	In the event of a candidate being granted the opportunity to resubmit a treatise or dissertation for re-assessment, the candidate will submit the revised treatise/dissertation/thesis to the specific examiner requesting resubmission, through the Assessment and Graduation Section.
G5.17.2	Candidates will only be permitted one opportunity to make such a resubmission.
G5.17.3	Masters treatise or dissertation revisions to be completed within three (3) months
G5.17.4	Doctoral thesis revisions to be completed within six (6) months.
G5.17.5	The student is expected to re-register for the applicable academic year.
G5.17.6	If a revised treatise/dissertation/thesis is not resubmitted by the deadline as published in the university calendar, the student's registration will automatically revert to a full academic year and will have financial implications.
G5.17.7	The final mark for the degree will be calculated in terms of the provisions of rule G5.16 .
G5.18	Repeating Coursework Modules in Masters Degrees:
G5.18.1	Unless Senate approves a different rule for a specific programme, a Coursework Masters student shall be permitted to repeat a failed coursework module more than once provided that the maximum period of study is not exceeded.
G5.19	Assessment and Re-assessment of Coursework Modules in Masters Degrees:
G5.19.1	On the completion of the assessment period for a module, a student shall be awarded a final mark not exceeding 100% in each module
G5.19.2	Provision may be made in the departmental or faculty rules for the student's class mark, if any, to be taken into consideration for the calculation of the final mark.
G5.19.3	A student who has obtained a final mark of 45% for a coursework module (excluding treatise module), shall be granted a re-assessment in that module.
G5.19.4	In the event that the final mark for a coursework module (excluding treatise module) is below 45%, a student may apply for permission from the Faculty Postgraduate Studies Committee for a re-assessment in that module, on the grounds of exceptional circumstances.
G5.19.5	The application on grounds of exceptional circumstances must be submitted to the Assessment and Graduation Section not later than 2 days after the publication of the final marks.

G5.19.6	A re-assessment does not constitute a separate new assessment. The assessment criteria and ratios used in the original calculation of the final mark shall also apply to the re-assessment, but the final mark thus obtained may not exceed 50%.
G5.20	Last Outstanding Assessment: Coursework Module (excluding treatise module)
G5.20.1	Students who are in their final year of study, and who after either the first or second semester final assessments need only one coursework module (excluding treatise module) to obtain the qualification or programme shall be granted a re-assessment in that module.
G5.21	Awarding the Degree:
G5.21.1	A candidate would be deemed to have met all requirements of a qualification when:
G5.21.1.1	There is a clear assessment outcome, and
G5.21.1.1	Final electronic copies of the theses/dissertations/treatise have been submitted.
G5.22	Awarding the Degree Cum Laude:
G5.22.1	A Coursework Masters student obtains the degree cum laude if he/she:
G5.22.1.1	Passes all the coursework modules at the first attempt; and
G5.22.1.2	Obtains a weighted average mark of at least 75% for all the coursework modules excluding the treatise module; and
G5.22.1.3	Obtains a final mark of at least 75% for the treatise module; and
G5.22.1.4	Completes the qualification within the prescribed maximum period of study for the applicable full-time or part-time programme.
G5.22.1.5	The registration of the student in the final year of study for full-time or part-time will determine the maximum period of study.
G5.22.2	A Research degree student obtains the degree cum laude if he/she:
G5.22.2.1	Obtains a final mark of at least 75%; and
G5.22.2.2	Completes the qualification within the prescribed maximum period of study for the applicable full-time or part-time programme.
G5.22.2.3	The registration of the student in the final year of study for full-time or part-time will determine the maximum period of study.
G5.22.3	A Doctoral degree is not conferred cum laude.
G5.23	Use of doctoral title:
G5.23.1	A doctoral student is not entitled to use the title Doctor until the doctoral degree has been conferred at a graduation ceremony.