Unisa rules for students

Introduction

The content of this section is defined by the legislation and regulations set out in the Higher Education Act, 1997 (as amended). Where provision is made for institutional discretion, the Unisa rules are subject to approval by Council and / or Senate (as appropriate), except where expressly recorded to the contrary. These rules represent the general rules of the university and apply to all Unisa students. These rules must be read together with the applicable Unisa policies, which have the same force and effect as these rules. The relevant policies are available on the Unisa website. The rules published here and related policies may be amended prior to the commencement of the following academic year.

In addition to these general rules, there may be specific rules per college and / or qualification. They will be expressly stated in the information pertaining to the college and / or qualification or in the relevant tutorial letters, all of which are available to registered students online. Where the rules of a college make provision for special requirements with regard to registration for a module offered in the college, the requirements will apply equally where the module is taken in another college or for non-degree purposes, unless expressly stated to the contrary.

When a student registers with Unisa, the student

a) acknowledges an awareness of the prevalent rules of the university; and
b) undertakes to be bound and abide by the rules of the institution.

The student bears the onus of ensuring that he or she is familiar with the rules pertinent to his or her registration with Unisa. Ignorance of these rules and related institutional policies will not be accepted as an excuse for any transgression.

Official communication from the university is sent via e-mail to a student's myLife e-mail account. The rules for the use of the myLife e-mail account are as follows:

a) The university provides all registered students with a free myLife e-mail address. It is the student's responsibility to activate their myLife e-mail account as soon as their registration is finalised.
b) The myLife e-mail account will be the only e-mail account recognised by Unisa for official correspondence to and from the university, and will remain the official primary e-mail address on record at Unisa.
c) All official communication from the university will be sent to the myLife account. Other additional communication channels may be used from time-to-time, but the university will communicate with students primarily via their myLife e-mail addresses.
d) The management of this e-mail account remains the responsibility of the student.

Office hours

08:00 to 15:30, Mondays to Fridays, excluding public holidays. Self-help centres close at 15:30.

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1 Language of tuition

The university provides tuition in Afrikaans and English, according to the preference of the student. However, as approved by Senate, specific modules are offered in English only. In qualifications comprising the learning of a language, tuition may be offered only in the language of the module that is being taught. Prescribed books may not always be available in the language in which the student has chosen to receive tuition.

2 Language(s) of research

The Language Policy subscribes to the principles of functional multilingualism. Where mutually acceptable to the student and the supervisor, students are allowed to write their thesis in any of South Africa's official languages. However, if the thesis or dissertation is written in a language other than English, the abstracts of the thesis or dissertation must be provided in English.

3 Method of tuition and mode of delivery

Unisa is an open distance learning institution. Consequently, contact tuition is limited to group discussion classes or tutorials as may be scheduled for the module. Tutorials are provided online and are facilitated by e-tutors. Tuition is provided through three modes of delivery: online, blended and print-based modes of delivery. The mode of delivery varies between module offerings at Unisa. The mode of delivery is context specific for each module and is approved by Senate. Irrespective of the mode of delivery, students can access study material online via the myUnisa learning management system. Registered Unisa students with disabilities receive tuition material in a format according to their needs insofar as the university is reasonably able to accommodate the student's needs. Students with special needs must advise the university of their circumstances and make arrangements for the provision thereof. The rules regarding assessments are set out later in this document.

4 Library services

4.1 Membership of the library is available to all registered students and is subject to library regulations. These regulations are published in the *Study @ Unisa* brochure, which is issued upon registration, and are also available on the Unisa website.

4.2 Students living outside of South Africa also qualify for library membership, but services will depend on whether the student's environment provides the infrastructure required for a specific service.

4.3 The library does not stock prescribed books. Prescribed books must be purchased by the student for extensive, ongoing use for the duration of their studies. Limited copies of prescribed books may be purchased by the library for tuition and research purposes.

4.4 To gain access to the services (electronically), students must visit the library webpage www.unisa.ac.za/library, click on "login" and create a PIN. Please visit the Unisa library website for more information.

4.5 Examination results of students who fail to return library material by the due date will be withheld until the material has been received or until the replacement cost of each item and all outstanding administrative costs have been paid in full. Re-registration will also not be possible until everything indicated above has been submitted and / or paid.

5 Reports, records and statements of academic results

5.1 An Advance Statement

5.1.1 A student will receive an Advance Statement in respect of a completed degree, diploma or certificate.

5.1.2 The Advance Statement is posted to the student as soon as reasonably possible after completion of the qualification.

5.1.3 All modules that have been passed will be indicated on the Advance Statement, together with the percentages obtained.

5.1.4 An Advance Statement will not be issued to a student who has an outstanding fee balance or outstanding library material. The Advance Statement will only be processed upon settlement of the obligation.

5.1.5 An Advance Statement is only issued after the student's results have been finally audited for correctness.

5.2 Statement of Credits

Unisa is a dedicated open distance learning institution and will not assist students to obtain study permits except if its contact sessions are an inherent requirement of a qualification. The information and process to be followed will be communicated in the tutorial letter for the specific module.

5.2.1 A student may request, in writing, a Statement of Credits in respect of an incomplete qualification or for a completed qualification, which will set out the modules passed by the student.

5.3 Transcript of academic record and abbreviated curriculum

5.3.1 A student may, by completing and submitting the prescribed DSAR08 form (available from: http://www.unisa.ac.za/registerformsandcodes) receive a transcript of his or her academic record and / or the abbreviated curriculum for modules comprising the qualification. Students may also request that the documents be sent directly to a South African university or to one institution in a foreign jurisdiction. In the latter instance, the onus is on the requesting student to ensure that the information is correctly provided to Unisa.

5.4 Certificate of Conduct

5.4.1 A Certificate of Conduct is printed as part of the student's academic record and no separate document is issued.

5.4.2 A Certificate of Conduct is issued on request only.

5.4.3 A Certificate of Conduct is not a testimonial of the student's character.

5.4.4 A Certificate of Conduct cannot be issued to a registered student before the examination results for all registered modules are available.

5.5 Progress Report

5.5.1 The university does not issue Progress Reports in respect of undergraduate qualifications.

5.2.2. The university issues an academic record that indicates the modules passed, failed and registered for the academic year.

5.6 Completion of a qualification

5.6.1 A student's qualification status will **only** be amended from INCOMPLETE / FINAL YEAR to COMPLETE

5.6.1.1 after the results have been audited and verified against the prescribed curriculum, and

5.6.1.2 if there are no outstanding documents, Library fees, NSFAS block and study fees.

6 Qualifications offered

6.1 Unisa is a comprehensive university and offers qualifications ranging from certificates to doctoral studies within eight colleges:

- College of Accounting Sciences (CAS)
- College of Agriculture and Environmental Sciences (CAES)
- College of Economic and Management Sciences (CEMS)
- College of Education (CEDU)
- College of Human Sciences (CHS)
- College of Law (CLAW)
- College of Science, Engineering and Technology (CSET)
- College of Graduate Studies (CGS)

*Please note that qualifications are not awarded in the College of Graduate Studies (CGS).

6.2 Each college further offers formal and non-formal programmes:

6.2.1 Formal qualifications refer to those qualifications that are registered by the Department of Higher Education and Training (DHET), and are therefore offered in terms of the DHET policies and legislation.

6.2.2 Non-formal qualifications refer to those short learning programmes that are not subsidised by the DHET. Such qualifications, ranging from three months to one year, have a focus on providing specific skills within the work environment.

6.3 Although different student numbers are used for formal and non-formal qualifications, the rules of the university apply to both formal and non-formal qualifications.

7 Application for admission to study at Unisa

For further detailed information, please visit the Unisa website.

7.1 In respect of undergraduate and postgraduate qualifications, prospective students who have not previously been registered with Unisa for a formal qualification, as well as returning students who wish to change qualification or stream / specialisation, or want to register for non-degree purposes (NDP), must apply for admission and receive confirmation of admission approval for the qualification applied for, prior to registration. This includes students who are completing a qualification or alternative pathway and wish to further their studies in another qualification.

7.2 Returning students who are not currently registered or who have applied for a stop out (deferment) must apply for admission during the application period for the following academic year, if they wish to change their qualification.

7.3 All postgraduate students must apply to be admitted to the selected postgraduate qualification.

7.4 Application to study at Unisa for the selected qualification takes place during published periods prior to a registration cycle and the onus is on a student to ensure that he or she applies within the set dates.

7.5 Students whose applications are not finalised by the relevant application closing date will not be considered for registration during the following registration period.

7.6 To comply with the requirements for application, a student must:

7.6.1 Apply online during the published scheduled periods.

7.6.2 Ensure that he or she complies with the admission requirements prescribed for the qualification for which he or she is applying.

7.6.3 Submit the required supporting documents during the application process.

7.6.4 Submit the non-refundable application fee (not applicable to returning students), together with the application form and other documentation.

7.6.5 In respect of master's and doctoral qualifications, all applications must be completed and submitted online. No other mode of application will be accepted.

Note: An application is only complete when the university has received
a) the completed application form
b) the relevant supporting documents required for the processing of the application; and
c) the payment of the application fee (where relevant).

7.6.6 Apply before the closing date set for the academic period in which he or she intends to register.

8 Admission to study

The general university and qualification-specific admission requirements are available on the Unisa website. The onus is on the student (including students who register for non-degree purposes) to ensure that he or she meets the admission requirement(s) for his or her chosen qualification.

8.1 The university will unilaterally de-register any student who does not comply with the prescribed admission requirement(s).

8.2 Unisa is a dedicated open distance learning (ODL) institution and will not assist students to obtain study permits except in cases where contact sessions are an inherent requirement of a qualification. The information and process to be followed will be communicated in the tutorial letter for the specific module.

9 Registration

The rules regarding registration are set out in detail in the Admission Policy and are available on the Unisa website. Specifically, the following rules are highlighted:

9.1 The registration form (online, self-help centres are the preferred modes)

9.1.1 A student must complete a registration form for each academic year, in terms of which he or she binds himself or herself to all the rules of the university.

9.1.2 The content of the registration form is the basis of the student's contract with the university.

9.1.3 It is the student's responsibility to inform the university in writing, using the prescribed Unisa forms or online via myUnisa, of any change(s) to personal data contained on the registration form, notably, name change, address change, change in telephone numbers and / or change in examination venue.

9.1.4 It is the responsibility of the student to submit his or her modules for registration through the prescribed registration modes before the closing date. The minimum prescribed fee for all modules submitted for registration must be paid by the closing date for registration. No late registrations are accepted for any reason.

9.1.5 Applications for registrations without the minimum payment will be removed from the registration system after the closing date for payments. A new registration form will have to be submitted when intending to register in future.

9.1.6 It is the responsibility of the student to inform the university and reduce the number of modules that he or she applied for on the registration form, when he or she cannot pay the full initial minimum fees, before the closing date for registrations.

Note: Registration is only available online for honours, master's and doctoral qualifications.

9.2 Choice of modules per semester / per annum

9.2.1 A student's registration per semester and per annum is subject to the maximum number of NQF (National Qualifications Framework) credits as set out in the Admission Policy.

9.2.2 Modules registered for non-degree purposes will also be taken into account when calculating the maximum NQF credits for a semester / year of study.

9.2.3 Students in the final semester of study for a qualification weighted at 120 credits or more may apply to register for an additional 24 credits if this will enable them to complete the registered qualification. Applications to take additional modules must be made to the Deputy Registrar using the prescribed DSAR06 form (available from: http://www.unisa.ac.za/registerformsandcodes). To be eligible for the application of this rule, the affected student must have a minimum overall average of 55% in all modules previously passed. Students who have more than seven (7) modules outstanding, including the pre-requisites to complete a qualification in the final semester, do not qualify to be considered for this concession.

9.2.4 Where the final year of a qualification comprises only year modules (as opposed to semester modules), the above rule will apply. Application for the additional 24 credits must, however, be made before the closing date for registrations for year modules.

9.2.5 A students must register and pay for the maximum of five modules before any consideration will be given to the application for the maximum of two (2) additional modules using the DSAR06 form (available from: http://www.unisa.ac.za/registerformsandcodes). Any registration or addition of modules exceeding the maximum credits permitted per semester or year will not be considered or processed.

9.2.6 A student may apply to register concurrently for two NDP modules towards a postgraduate qualification and one outstanding minor or major module for the undergraduate degree. This must be done using the DSAR16 form (available from: http://www.unisa.ac.za/registerformsandcodes). The outstanding module should not form part of the major subject required for admission to the postgraduate qualification with the exception of CTA. NDP modules for a postgraduate qualification will be cancelled in June of the academic year if a student failed to pass the outstanding module for the undergraduate qualification. The student will then forfeit the initial amount paid at the time of registration.

9.3 Pre-requisite modules

9.3.1 A student may not register for a module for which he or she has not passed the pre-requisite module.

9.4 Co-requisite modules

9.4.1 Students must register for prescribed co-requisite modules simultaneously.

9.5 Concurrent registration

9.5.1 Students may register concurrently for formal and non-formal qualifications at the university, with the consent of the colleges involved.
9.5.2 Students may not register for a formal qualification at the university if concurrently registered for a formal or non-formal programme at another university. Such students, however, may be allowed to register for non-degree purposes (NDP) at Unisa if their application for concurrent registration is accompanied by a letter of permission from the other university indicating the modules to be taken at Unisa.
9.5.3 Students may not register concurrently for two formal qualifications at Unisa

9.6 Registration for research master's and doctoral qualifications

9.6.1 Students registering for a research master's or doctoral qualification must first register for and comply with the requirements set for the Research Proposal module before registering for the research component of the qualification (ie a dissertation or thesis).

9.7 Registration for non-degree purposes (NDP**)**

9.7.1 Students intending to register for a module – even for non-degree purposes – must meet the admission requirements for the qualification in which the study unit is offered, for example: Registration for a study unit at honours level can only be considered if the student meets the admission requirements for the honours programme concerned. Additionally, the student must meet pre-requisites and co-requisites for modules to be taken for NDP purposes.
9.7.2 A student may be allowed to register for a maximum of four modules for non-degree purposes while registered for a formal undergraduate diploma or degree qualification that has a minimum duration of three or four years.
9.7.3 A student may be allowed to register for a maximum of two modules for non-degree purposes while registered for a formal undergraduate diploma or degree qualification that has a minimum duration of one or two years.
9.7.4 A student who is registered for an honours degree may, only with the special permission of the executive dean of the respective college that offers the honours programme, also register in the same academic year for not more than two undergraduate modules for non-degree purposes (NDP).
9.7.5 A student who is registered for a master's degree may, only with the special permission of the executive dean of the respective college that offers the master's programme, also register in the same academic year for two undergraduate modules or for one honours module or the corresponding number of modules on the same level for non-degree purposes (NDP).
9.7.6 A student who is registered for a doctoral degree may, only with the special permission of the executive dean of the respective college that offers the doctoral programme, also register in the same academic year for two undergraduate modules or for one honours module or one master's module or the corresponding number of modules on the same level for non-degree purposes (NDP).
9.7.7 Modules passed for non-degree purpose will not necessarily be credited towards a qualification.
9.7.8 Modules for professional qualifications such as teaching and nursing may not be offered for non-degree purposes. Students who register for these modules for non-degree purposes, will be cancelled immediately. If any of these modules were passed under non-degree purposes, they will not be considered towards the awarding of a professional qualification.

10 Application for credits and exemptions

10.1 Students applying for credits and exemptions for studies passed at other higher education institutions must do so on the prescribed form and in accordance with the rules and procedures for processing applications for exemptions.

10.2 A maximum of 50% of the credits of a completed qualification may be transferred to another qualification (HEQSF 2013).

10.3 All credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification, or may be recognised by a different institution as meeting part of the requirements for the same qualification (HEQSF 2013).

10.4 Students must meet the minimum admission requirements of the qualification for which they are applying for exemptions or credits transfers.

10.5 Exemption will only be granted if there is a substantial overlap between the syllabi of the module passed at a different institution and the corresponding module at Unisa.

10.6 Exemption or credit cannot be granted if the student studied and passed outdated information. The periods of outdated information of qualifications vary and are determined by the relevant colleges.

10.7 NQF levels of the corresponding module at Unisa and the module presented for exemption may play a role during decision making.

10.8 In the case of credits for a qualification obtained at a South African institution, exemption is only granted to a student who passed corresponding modules at an institution that is registered with the Department of Higher Education and Training. The recognised qualifications and institutions are listed or specified in the register of private higher education institutions. The list is available from: www.dhet.gov.za

10.9 In the case of credits for a qualification obtained at a foreign or international institution, exemption is granted to a student who passed corresponding modules at the foreign or international institution that is accredited and / or listed in the International Handbook of Universities and / or Commonwealth Universities Yearbook.

10.10 In the case of a student who has obtained a qualification, exemption shall not be granted by virtue thereof unless they qualified for admission to studies for their proposed degree, diploma or certificate before they registered for the relevant study units of the completed diploma. Backdating of matric exemption certificates must be requested if necessary or required.

10.11 Study units passed by a student for an incomplete qualification at this university, may, where applicable, be transferred as credits for another qualification provided that the student qualifies for admission to the proposed qualification. The student shall forfeit such study units as credits for the original qualification.

10.12 A student who has completed a diploma at Vista University Distance Education Campus (VUDEC) may, where applicable, be exempted from all corresponding study units for a degree.

10.13 If a student did not pass any study units in the year in which they are exempted from study units, their exemption shall be subject to the rules in force in the year in which they continue their studies.

10.14 No exemptions will be granted for any signature modules passed outside Unisa.

10.15 Credits can only be transferred if they form part of the curriculum of the qualification for which the student is registered.

10.16 A student must repeat study units from which he or she has not been exempted in terms of the rules of exemptions and credit transfers.

10.17 In circumstances where rules are not clear and / or are yet to be determined, each application will be dealt with on its individual merits and will be evaluated on a case-by-case basis.

10.18 Circumstances under which applications will not be considered are not limited to but include the situation where

a) the application form (DSAR04) is not completed correctly or is not submitted to Unisa.
b) supporting documentation is not submitted.
c) supporting documentation is not correctly certified.
d) the previous institution is not recognised or registered with the relevant bodies or organisations.
e) applicants are not registered students at the University of South Africa.

10.19 An application for exemption can only be submitted during the registration period once a student has been granted admission to a qualification.

10.20 Unisa reserves the right to grant and / or decline applications for exemptions or credit transfers.

10.21 The university may amend or cancel the exemptions that were erroneously granted or declined.

10.22 A registered student may lodge an appeal when an application for exemption or credit transfers has been declined, provided they submit new additional information and / or provide reasons to the Ad Hoc Exemption Section why the exemptions or credits transfers should have been granted.

10.23 Study units and / or modules passed more than 10 years ago may be considered at the discretion of each college. However, in exceptional cases, colleges may decide that modules passed less than 10 years ago may NOT be exempted. The reasons for this may be due to legislative, technological and / or curriculum-related changes.

10.24 All students who apply for exemptions must pay a non-refundable administrative fee of R250.00 per application

10.25 Exemptions may be granted for modules passed under any accredited higher certificate or diploma completed at Unisa or any other accredited private or public institution even though the completed qualification was used to provide admission to the degree.

10.26 All exemptions of modules passed with or without distinction from the previous institutions will appear as exempted (without marks) in the student's academic record.

11 Cancellation of registration

11.1 Students who are admitted to an examination, but are unable to write, cannot request a cancellation of such a module. The records will reflect that the student had been absent from the examination concerned.

11.2 A student who voluntarily cancels his or her registration for a module for any reason whatsoever will forfeit either a part of or the entire fee paid, as prescribed in the fee payment schedule for the year (available from: http://www.unisa.ac.za/payfees).

11.3 Should a student wish to cancel his or her registration within 10 working days following the activation of registration, he or she may apply for a full refund in line with Unisa's cooling-off period. Foreign levies are non-refundable and will not be credited with any cancellations.

12 Exclusion from study on the grounds of poor academic performance and re-admission to study

12.1 Unisa prescribes a set of minimum standards with which students must comply to ensure their continued registration with the university. These are set out in the Admission Policy.

12.2 Except for students registered for postgraduate studies, a student admitted to a formal undergraduate qualification at Unisa will be required to complete the qualification as set out below:

Minimum set credits for qualification	**Maximum period in which qualification must be completed**
120 credits	3 years
360 credits	8 years
480 credits	10 years

12.3 Senate may reduce the maximum period in which a qualification must be completed (as set out in paragraph 12.2 above) upon application by a college.

12.4 A student who does not comply with the standards prescribed in the Admission Policy will be excluded from further admission to the university, unless the executive dean of the college in which the student is registered, at his or her discretion, grants the student permission to re-register for a further period of study.

12.5 The required standards include, inter alia, that

12.5.1 a student must in the first academic year of registration pass at least 36 credits (students in the alternate pathway must pass at least 24 credits in the first year); and

12.5.2 a student in the second and subsequent years of study must pass at least 48 credits per year (ie in two consecutive semesters).

The abovementioned rules are applicable to all undergraduate students, irrespective of the year in which they registered for a formal qualification at Unisa. All students must further comply with the maximum period in which the qualification must be completed as set out in paragraph 12.2 above.

These progression rules are subject to the following exceptions:

a) Students who are at the maximum time allowed and have less than 60 credits outstanding be given one year to complete.
b) Disabled students may apply to the Registrar for exemption from the above rules.
c) Students on extended programmes may apply to the Registrar for an additional year to complete the required number of credits.
d) Students who stop out must apply for deferment using DSAR26 form (available from: http://www.unisa.ac.za/registerformsandcodes) and then the year will not be taken into consideration in calculating the number of years.
e) Students who are excluded on grounds of poor academic performance have the right to appeal the decision through the Registrar.

12.6 For the purposes of compliance with this rule, NDP registrations and the results of all aegrotat and supplementary examinations will be taken into account.

12.7 Each year in which the student was registered at Unisa is included in the calculation of the period of registration, and not just the years in which the student was registered for a particular qualification.

12.8 In the case of a student who has completed a formal degree or diploma and is registered for a second or further qualification, only those years of registration after the completion of the degree or diploma will be taken into account for purposes of calculating the study period in respect of the second or further qualification.

12.9 Modules from which a student has been exempted will not be taken into consideration for purposes of determining whether he or she should be re-admitted to the university. Similarly, a student's previous academic performance at another university will not be taken into consideration.

12.10 A student registered for the postgraduate Research Proposal module will only be permitted one further opportunity to re-register. If the student is not successful after the second registration, the student will not be permitted to register again for the Research Proposal module and will be excluded from the qualification.

13 Re-admission

13.1 A student applying for re-admission to the university after being excluded on the basis of poor performance (as defined above) may do so only after providing proof of successful completion of study (one-year certificate programme at NQF level 4 or 5 with 48 credits or above) in accordance with the standards set out in the Admission Policy.

13.2. A student applying for re-admission must submit his or her application using the prescribed DSAR07 form for the consideration by the Registrar (available from: http://www.unisa.ac.za/registerformsandcodes).

13.3 A student who wishes to appeal for re-admission must submit his or her application by using the prescribed DSAR09 form (available from: http://www.unisa.ac.za/registerformsandcodes), accompanied by a written motivation and / or documents where applicable.

14 Finance and fees

14.1 The fees payable and the manner in which fees must be paid are determined by the Council of the university. This information is available on the Unisa website.

14.2 Payment must be made in terms of the modes set by the university. The adoption of any alternate payment method which is dishonoured by the financial institution, will result in the fees being deemed not to have been paid and will result in the affected student's registration being automatically cancelled. Unisa does not accept cash or cheques at any of its offices. Cash may, however, be paid into the university's official bank account.
Please note: Any payments made at the bank without providing the student number as reference may result in the fees not allocated to the study fees account and the registration and / or additions not being processed.

14.3 A student who owes a financial debt to the university, or has not returned university property that has been loaned to him or her, shall not be provided with a Certificate of Conduct or any proof of academic achievement by the university. No student will be allowed to re-register with the university until all outstanding debt of previous registration periods has been settled in full.

14.4 A student who qualifies to write examinations and who is financially suspended due to the non-payment of fees will still be permitted to write the examinations. All examination results will, however, be withheld until the outstanding fees are settled.

14.5 Any legal fees that arise due to actions taken by Unisa to collect unpaid student fees will be for the account of the student.

14.6 Prescribed student fees include registration fees, examinations (excluding deferred, aegrotat, supplementary examinations) and admission to discussion classes. Other examination-related fees payable are mentioned under the miscellaneous fees section.

14.7 Students in foreign counties will be charged a non-refundable foreign levy per individual module, which must be paid in addition to the minimum initial payment at the time of registration. A student must be in possession of a student number before registration can be processed, or fees paid or deposited into the Standard Bank South African account.
Please note: Foreign levies will be debited programmatically to a registered student's study account immediately when any address and / or examination venue is changed to outside South Africa.

15 Formative assessments

15.1 Every student is required to complete and submit the formative assessment requirements as set out in the tutorial letters for the registered module.

15.2 The formative assessments will be used to calculate the year mark as set out in the tutorial letters and on myUnisa for the module. The year mark will contribute towards the final examination mark, except if Rule 15.3 applies. (The contribution of the year mark towards the final summative assessment mark will be set out in the tutorial letter[s] for the module.)

15.3 The year mark will only be considered for purposes of calculating the final examination summative assessment mark if a student attains a minimum mark of 40% in the summative assessment set for the module (the sub-minimum rule).

15.4 The year mark will not contribute to the calculation of the final summative assessment mark in the case of FI concessions.

16 Admission to the summative examinations

16.1 A student will not be admitted to an examination in a module unless he or she

a) is registered at the university for tuition in that module for the particular academic year and period; and
b) has satisfactorily completed all the requirements for admission to the examination as prescribed by Senate.

17 Assessment periods

17.1 Summative assessments for modules which are offered in the first semester take place in May / June. Deferred, supplementary and aegrotat assessments are scheduled in October / November of the same year.

17.2 Summative assessments for modules which are offered in the second semester take place in October / November of the same year. Deferred, supplementary and aegrotat examinations are scheduled in May / June of the following year.

17.3 Year modules and certain postgraduate modules will be assessed in October / November. Deferred, supplementary and aegrotat assessments for the year modules and certain postgraduate modules will be scheduled in January / February of the following year.

17.4 Assessments in certain modules in the following qualifications will take place in January / February following the year of registration:

- Advanced Certificate in Education
- Postgraduate Diploma in Advanced Nursing Science
- Postgraduate Diploma in Tertiary Education
- Postgraduate Diploma in Telecommunications and Information Policy

Please note: Postgraduate students who have their second assessment opportunity in May / June must re-register for the module by the official closing date for registrations in the event that they fail the second assessment. No late registrations will be considered. Students who have re-registered and passed the second assessment, must themselves liaise with the Directorate: Student Admissions and Registrations regarding a refund for fees already paid.

18 Supplementary, aegrotat and deferred assessment opportunities

Please note that there are undergraduate modules which do not make provision for aegrotat or deferred examinations and FI concessions, such as practical modules. No supplementary examinations are granted in respect of aegrotat, supplementary or deferred examinations.

18.1 Except where expressly stated to the contrary, a student will be granted a maximum of two assessment opportunities in a module without having to re-register for the module. Thus, where a student is granted a supplementary, aegrotat or deferred assessment opportunity, this will be the final assessment opportunity without the student having to re-register for the module. Students who fail or are absent (for whatever reason) from the second assessment opportunity will not be granted a further opportunity without re-registering for the module. Students who passed their examinations cannot apply for a second assessment opportunity in order to improve their results. Such students must re-register for the module(s) concerned for non-degree purposes.

18.2 An aegrotat or deferred examination in the following examination period may be granted to a student who has been prevented from taking the preceding examination or has been unable to complete the examination as a result of

- illness on the day of or immediately before or during the examination, provided that the application is accompanied by a certificate issued by a medical practitioner registered with the SA Medical and Dental Council, specifying the nature, commencement date and duration of the illness and declaring that for health reasons it was impossible or undesirable for the candidate to sit for the examination on the day concerned.
- personal circumstances, such as work commitments (official letter from employer is required) or travel arrangements, serious illness or death of a relative during the examination period, provided that satisfactory evidence of such circumstances is produced (see below).

18.3 A student will be granted a second assessment opportunity (supplementary examination) in a module if he or she achieves a minimum final summative assessment mark of 40% and if he or she complies with the additional (where relevant) specific criteria for an aegrotat, deferred or supplementary assessment for the module. The university awards supplementary examinations. Students cannot apply for this opportunity.

18.4 Where an examination is deferred or an aegrotat examination (second examination opportunity) is granted, without the examination having been written at the first examination opportunity, such deferred examination will be regarded as the second and final examination opportunity for that academic year. No further supplementary, aegrotat or deferred examinations will be granted and students who fail or who are absent from such an examination (for whatever reason) will have to re-register for the relevant module / paper during the next academic period.

Please note: A student must have obtained examination admission and have paid the full registration fee in respect of the relevant module. The prescribed examination fee will automatically be debited to your study account once you have written the aegrotat or deferred examination.

18.5 No alternative dates or times can be arranged in cases where examination dates and / or times clash.

Please note: A student will not be granted admission to a deferred assessment on the basis of clashes in examination dates, save where the clash may arise as a result of a change to the provisional timetable made by the university after the registration period.

Important: Students registered for a formal qualification and a short learning programme at Unisa, or two different short learning programmes, where there is a clash in the examination dates between the two qualifications, must contact the university at exams@unisa.ac.za prior to the examinations for information on the procedure to be followed on the day of the clash. The student must also ensure that the examination venue for both qualifications is the same.

18.6 Applications for deferred examinations must be accompanied by original documentary evidence giving full details as to why the student was prevented from writing the examination. Applications must be submitted WITHIN 10 WORKING DAYS of the original examination date. Please ensure that your student number is included on all documentation. Medical certificates received without an accompanying written application will be deemed to be an incomplete application and will, therefore, not be processed or considered. Applications can be submitted via fax (012 429 4150), e-mail (aegrotats@unisa.ac.za) (your student number must appear in the subject line) or they may be posted to the university (PO Box 392, Unisa, 0003). It remains the student's responsibility to ensure that the university receives the original application and any accompanying documentation before the closing date (form available from: www.unisa.ac.za/exams).

Please note: Modules which consist of 2 papers (Paper 1 & Paper 2) will both be deferred, since students may not defer only one paper at a time.

Important: Students may not write and complete the examination and also apply for a deferment of such a module. In such cases the script will be marked and the deferred examination will be cancelled.

18.7 Undergraduate students in their final year of study who have a maximum of two modules outstanding to complete the qualification may qualify for assistance in terms of the procedure to assist students who have one or two modules outstanding to complete a qualification at Unisa. Modules offered for non-degree purposes in order to complete a qualification at another university are not considered for FI concession purposes. The student must have written and failed the modules in the last examination and the examinations must have been the first examination opportunity. Note that not all modules are considered for FI concession purposes. Since the university grants the FI concession opportunity based on the requirements met by the student, you are not able to apply to the university to be considered for such an assessment opportunity. No student will be granted a third opportunity in respect of the FI concession.

18.8 The university reserves the right to award or decline the special assessment opportunity based on the student's formative and last summative assessment. Postgraduate students (who qualify) must have 24 credits outstanding or less in order to be considered for the above assistance. This opportunity is granted at the sole discretion of the university. Students cannot apply for this opportunity.

18.9 Deferred, aegrotat and supplementary assessments will be scheduled at the same examination centre at which the student was scheduled to write the previous examination, save where prior arrangements have been made with the university to change to another approved venue before the official closing date. No assessments in lieu of the above will be scheduled outside of the official examination periods.

18.10 Senate may approve that there is no second assessment opportunity in respect of specific undergraduate modules. Where this rule is in place, the information is expressly set out in the relevant tutorial letter, which forms part of the student's agreement with Unisa.

18.11 Most postgraduate modules (excluding honours research proposal modules) also have a second examination opportunity. The following should also be noted:

18.11.1 The summative assessments for the MBL modules and certain postgraduate modules are conducted in October / November, with deferred, supplementary and aegrotat assessments scheduled in January of the year following.

18.11.2 The assessments for the MBA modules are conducted in May / June and October / November, and the deferred, supplementary and aegrotat assessments (for students who qualify) are scheduled in the next formal semester examination period.

18.11.3 The assessments for most postgraduate modules are conducted in January / February and the deferred, supplementary and aegrotat assessments (for students who qualify) are scheduled in May / June of the same year. Postgraduate students who have their second assessment opportunity in May / June must re-register for the module by the official closing date for registrations in the event that they fail the second assessment. No late registrations will be considered. Students who have re-registered and pass the second assessment, must themselves liaise with the Registrations Division regarding a refund for fees already paid.

19 Examination timetable

19.1 A provisional examination timetable will be available to all students at the time of registration to ensure that all students are able to make an informed decision. The examination dates for all modules (except for non-venue based assessments, portfolios, theses and dissertations) are on the Unisa website.

19.2 The onus is on the student to ensure, at the time of registration, that the examinations for which they register do not clash with any religious commitments which may take place during the year.

19.3 Students in foreign countries must ensure that the examination dates do not clash with any public holidays in their particular country. If a student is unable to write / sit for an examination due to a public holiday, he or she student must apply to have the examination deferred, if he or she qualifies. Such students are also subject to the rules and regulations of that country. Unisa cannot be held liable for any examinations missed as a result of the aforementioned. Students will either have to apply for a deferment in terms of Rule 17 or re-register if the missed examination had been a second examination opportunity. The university will not make special exam arrangements in such cases.

19.4 The university reserves the right to make reasonable changes (if dictated by operational needs) to the provisional timetable which is provided to students at the time of registration.

19.5 The final examination timetable will be e-mailed to a student's myLife e-mail address, at least one month prior to the commencement of the examination period. It will also be available on myUnisa. Please contact the university immediately if you have not received your final timetable two weeks prior to the initial examination date.

Please note: No additional examination opportunities will be granted in respect of students who claim to have received their examination timetables late or not at all.

19.6 The final timetable will contain the following information:

19.6.1 A list of the modules for which a student has gained admission to the examination, together with the final examination dates and times.
19.6.2 A list of the modules (if any) for which the student has not gained admission to the examination.
19.6.3 The examination venue details.
19.6.4 Further general instructions.

19.7 It is the student's responsibility to familiarise himself or herself with the contents of the final examination timetable insofar as it applies to the student's registration for the semester / year. No deferments will be granted due to the misreading of the examination timetable.

19.8 Financial suspensions: Students who have been financially suspended for certain modules may still go and write their examination as scheduled. Note, however, that all examination results (and supplementary examination information where applicable) will be withheld until all tuition fees have been settled and library material returned. Supplementary examinations missed as a result of the aforementioned will not be rescheduled nor will students be granted any further examination opportunities.

20 Examination centres

20.1 Unisa has an official list of examination centres approved by Senate. The details of the approved examination centres are available on myUnisa. Examination centres in prison are limited and exclusively for use by students who during their studies are incarcerated / awaiting trial. Such students will not be allowed to write examinations at any external examination centre. Foreign students should familiarise themselves with logistical arrangements per specific centre as indicated on their exam timetable

20.2 Examination centres in foreign countries are limited to the examination venues currently in use, locally or abroad and as detailed on myUnisa.

20.3 No individual requests will be considered regarding the setting up of ad hoc examination centres.

20.4 At the time of registration, a student must select one examination centre from the list at which he or she will write his or her examinations. No dual centres will be allowed in the same examination period.

20.5 A student may change his or her examination centre after registration. An application to change an examination centre must reach the university on / before the following dates, as no late applications will be accepted:

- 28 February for the May / June examinations
- 31 July for the October / November examinations
- 15 October for the January / February examinations

20.6 The university may, where dictated by operational and venue capacity requirements, change the student's chosen examination centre. Affected students will be notified of any change at least one month prior to the commencement of the examination.

20.7 The final details regarding the allocated examination centre (together with the examination dates and times) will be set out in the final examination timetable notice that is sent to all students. The information is also available on the myUnisa student portal. Students carry the onus of informing themselves of the scheduled venue, dates and times of their examinations.

20.8 The following reasons will not be accepted as justifying a departure from the stipulated procedures:

- Objection to the expense involved in travelling to and from an examination centre.
- Difficulty in obtaining leave from official duties.
- Lack of ordinary transport facilities, such as a regular bus or train service.
- Non-receipt of the letter confirming admission to the examinations.

21 Examination fees

21.1 The examination fee is included in the fee for the module and no additional fee is payable in respect of the student's first examination opportunity, except where the examination is written at an examination centre in a foreign country.

21.2 Additional fees will, however, be payable in respect of supplementary, aegrotat or deferred examinations. Please refer to the section on miscellaneous on the Unisa website for the amount payable.

2.3 The additional fees (to which reference is made in 21.2 above) are paid in addition to the fees for the preceding examinations.

22 Language of examinations

22.1 All examinations, except for examinations in a language module, will be presented in English and / or Afrikaans. However, as approved by Senate, specific modules are offered in English ONLY. Senate may approve another language for examination purposes in accordance with the Language Policy of the university.

23 Examination times, presence and admission to the examination venue

23.1 A student must be seated in the examination venue 15 minutes prior to the commencement time of the examination.

23.2 A student who arrives after the scheduled commencement time of the examination will not be granted entry to the examination venue. Late arrivals at an examination venue will not be granted any additional examination opportunities.

23.3 It is the responsibility of the student to ensure that he or she is present in the examination venue in terms of the rules set out in the examination timetable notice.

23.4 A student who is not officially registered at an examination centre will not be permitted to write examinations at that centre. The student will be referred to the centre at which he or she is officially registered to write examinations. Any prejudice arising from the student presenting himself or herself at the incorrect examination venue will be borne by the student.

23.5 A student must use his or her student number as the examination number.

23.6 Every student will be required to produce proof of identity at the examination venue. For this purpose, the student card AND identity document, driver's licence or passport bearing a photograph of the student must be presented.

23.7 A student is responsible for (i) making the necessary arrangements for; and (ii) any costs incurred in attending an examination.

23.8 A student must ensure that he or she is seated in the correct row and has received the correct question paper.

24 Examination modalities

24.1 At the discretion of Senate, an examination may be written, oral, or both written and oral, and may include practical work. Students cannot apply for or choose an assessment method.

24.2 The university may, at its discretion, require a student to take a further or additional oral or written examination. Except where otherwise arranged, these written and oral examinations will take place in Pretoria and any costs incurred by a student for the purposes of attending the examination will be for the student's own account.

25 Pass mark and distinction

25.1 The pass mark for most modules is 50%. Refer to the tutorial letter of the module concerned for more information.

25.2 The predicate "with distinction" in a module will be recorded on the Academic Record and the Advance Statement of Results when a student achieves a final examination mark of 75%.

25.3 A qualification is passed "with distinction" (*cum laude*) when a student has

25.3.1 passed all modules for the qualification at Unisa; and
25.3.2 passed all final-level modules at the first attempt; and
25.3.3 attained an overall average of 75% in the qualification.

25.4 Modules passed with distinction are not reflected on the certificate. However, if a qualification has been obtained with distinction, this fact will be reflected on both the Advance Statement of Results and the certificate.

25.5 The rules apply to all qualifications (postgraduate and undergraduate), irrespective of the duration of the qualification.

25.6 The sub-minimum rule. If a student does not achieve a minimum mark of 40% in the summative assessment, his or her year mark will not be taken into account for the purpose of calculating the final examination mark.

26 Remarking an examination answer script

26.1 Only those students who obtain between 35% and 49% or between 68% and 74% in a study unit may apply for a remark of such an examination script.

26.2 The examination answer script will be remarked in accordance with the rules and procedures as approved by Senate.

26.3 An external examiner who was not involved with the original marking of the answer script will be contracted to undertake the remarking of the answer script.

26.4 An application for a remark, using the prescribed Unisa form (available from www.unisa.ac.za/exams), must be submitted per fax 012 429 4150 or via e-mail (remark@unisa.ac.za) within the set period and must be accompanied by the payment of the prescribed fee.

26.5 The mark awarded after remarking will be the final examination mark for the module, even if it is lower than the original mark. The year mark contribution will be calculated in determining the final examination result, provided that the examination mark complies with the sub-minimum rule.

26.6 A student will be entitled to a supplementary examination (if applicable) on grounds of a remark result.

26.7 The result of the remark will be provided to the student approximately 2 months after the closing date of applications. Notwithstanding an application for a remark, the onus is on the student to ensure that his or her registration (where relevant) is submitted on or before the scheduled closing date for registration. No extension will be considered for registration on grounds of an application for remarking of an examination script. If as a result of a remark the student passes the module previously failed, the student's registration for the module will be automatically cancelled and any fees paid in respect of the affected module will be credited to the student`s account.

26.8 A student may not apply for a remark in respect of the practical component of an examination or where the examination was entirely a multiple-choice assessment.

26.9 Remarking fees will only be refunded if a student

26.9.1 who originally failed, passes as a result of the remark; or

26.9.2 who originally failed because of the implementation of the subminimum rule, achieves the subminimum requirements and passes as a result of the remark; or

26.9.3 gains admission to study for a following higher qualification on the grounds that his or her marks have sufficiently improved as a result of the remark.

Please note: Students who applied for a remark and who have been granted a supplementary examination in the module, should continue preparing for the examination until the remark result has been finalised.

27 Loss of examination material

27.1 Should the examination material (answer book, etc) of a student not be received by the university's offices in Pretoria for marking, irrespective of the reason for such loss, such candidate may be granted an opportunity to write another examination in the same module free of charge.

27.2 In all cases, the student will be required to submit his or her attendance register signed by the invigilator which will serve as proof of attendance.

28 Practical examinations

28.1 Where there is a prescribed practical examination, the procedures and venues for practical examinations will be set out in the relevant tutorial letter.

28.2 The university reserves the right not to offer practical examinations outside of the Republic of South Africa. The onus is on the student to ensure that he or she is familiar with the rules regarding practical examinations prior to registration for the module.

29 Examination results

29.1 The university publishes the examination results only after the results are signed off by the executive deans of the respective colleges.

29.2 Final examination results will be

- posted to each student admitted to the examination
- available on the internet via myUnisa

29.3 No examination results will be supplied by telephone or facsimile.

29.4 No examination results will be released to a student until he or she has returned all books borrowed from the library and paid all / any outstanding study and / or library fees.

29.5 A student who has passed a module and obtained credit for it may repeat it but only for non-degree purposes (NDP). This also applies to students who are repeating modules to qualify for admission to further studies. The mark obtained for non-degree purposes will not be recognised or included in the student's degree. The university releases examination results in a staggered manner. Examination results which have been captured and signed off by the dean of the college will be released and made available to students. Since all examinations are not written at the same time, all examination results cannot be released at the same time. Please do not contact the university for examination results prior to the official release date of examination results.

29.6 The university will regard all results to be correct and complete if no query is received from a student within a period of three (3) months from the date of release of the examination results.

30 Examination arrangements for students with disabilities

30.1 A student with a disability who requires special examination arrangements must apply annually, in writing, before 28 February for the May / June examination period, and 31 July for the October / November and January / February examination periods.

30.2 A medical certificate specifying the nature of the disability must accompany the application.

30.3 The application, setting out the special requirement(s), must be submitted by e-mail to examdisabled@unisa.ac.za (student number must appear in the subject line) or faxed to 086 691 9866.

30.4 Kindly note that while not all modules may lend themselves to appropriate summative assessment methods, alternative assessment methods may be considered in consultation with the relevant role players. Should you require more information, please contact the Examination Administration Division to discuss your method of assessment.

31 Purchase of examination answer books (copies only)

31.1 A student may apply in writing, using the prescribed application form (available from: www.unisa.ac.za/exams), to purchase a copy of his or her examination answer script and mark-reading sheet. For details of the process and the administrative fee payable, students are referred to the miscellaneous fees on the Unisa website.

31.2 Students requesting a copy of the answer script will receive a photocopy replica or electronic version via e-mail of the examination answer script once the application form and fee have been received and processed.

31.3 In accordance with university policy and legislation, question papers and model answers / memoranda will not be included with the copy of the answer script. Only material that relates directly to the student will be provided.

31.4 Applications must be sent to purchasescript@unisa.ac.za (student number must appear in the subject heading) or faxed to 012 429 4150 (Attention: Examinations).

32 Student discipline

32.1 All students are subject to the Student Disciplinary Code. A complete copy of the code is available on the Unisa website (available from: www.unisa.ac.za/unisarules) or from the Office of the Registrar upon request.

32.2 The onus is on the student to familiarise himself or herself with the contents of the Student Disciplinary Code. Ignorance of the applicable rule(s) will not constitute a defence in any disciplinary proceeding.

33 Graduation

33.1 Graduations at the university are governed according to the Policy: Graduation Ceremonies.

33.2 The results of all final-year students will be audited / verified prior to a student's qualification status being changed from "final year" to complete. The audit will be finalised as soon as reasonably possible after the final examination results are published. Confirmation of completion of a qualification will not be provided prior to the audit being finalised. Confirmation of graduation will be posted and electronic notification sent via SMS, e-mail or fax. Graduation details can also be accessed on the website: http://my.unisa.ac.za. Click on "Graduations" and follow the prompts.

33.3 As soon as possible after registration, all final-year students must ensure that their personal details (eg names, surname and qualification) are correctly captured by the university.

33.4 A student who has a pending disciplinary hearing, or who owes outstanding library material, or who has an outstanding fee balance will not be invited to a graduation ceremony.

Invitation to a graduation ceremony

33.5 Only students who have completed a degree, a three-year diploma or a postgraduate diploma will be invited to a graduation ceremony. On receipt of the invitation material, the onus is on the student to ensure the veracity of the content of the Advance Statement of Results. Any corrections must be reported immediately to the Division: Graduations to ensure timely amendments to the certificate or the graduation programme.

33.5.1 On arrival at the graduation venue, a student must be able to identify himself or herself by means of a valid South African Identity Document (ID), valid passport or valid South African driver's licence or birth certificate. Admission to the venue may be refused if proof of identification cannot be shown.

Amendments to graduation information

33.6 In cases where a certificate must be amended, due to a university error, a corrected certificate will be issued within ten working days upon return of the incorrect certificate accompanied by an affidavit from the affected student indicating that he or she has not made copies of the incorrect certificate or has utilised such certificate to his or her advantage.

Issuing / awarding of a graduation certificate

33.7 If a student does not attend the ceremony, the qualification will be awarded *in absentia*, that is, in the student's absence.

33.8 The certificate of a student who graduates in absentia will be posted within ten working days after the ceremony for which the student was scheduled. Students who do not attend a graduation ceremony may not opt to collect their certificates in person after or on the date of the ceremony concerned.

33.9 A certificate will not be issued to a student prior to the qualification having been conferred (even if *in absentia*) at a graduation ceremony. The student may request an Advance Statement of Results.

33.10 Students who present themselves on a date or at a time contrary to their scheduled date and / or time of the graduation ceremony, will not be accommodated to participate in the graduation proceedings.

Guests

33.11 A student may invite a maximum of three guests to a graduation ceremony.

33.12 Students and guests must be seated at least 30 minutes before the scheduled time of a ceremony. Once the ceremony has started, admission will be refused. Students and guests should not leave the hall until the end of the proceedings.

Students and / or guests with disabilities

33.13 Special arrangements will be made for students and guests who have a disability. Students are requested to inform the Division: Graduations within a reasonable period in advance if special arrangements need to be made.

Dress code and academic attire

33.14 The dress code for graduates is formal / semi-formal attire and participation in a graduation ceremony will be refused to students wearing sport shoes, T-shirts or denim attire.

33.15 Students must ensure that they have the correct prescribed academic attire. The university reserves the right to refuse to confer a qualification on any student not attired according to the stipulated university protocols.

33.16 A student may not wear the hood of any previous qualification during the graduation ceremony.

Certificates

33.17 Certificates are only issued in English.

33.18 Duplicate certificates, "re-issues" or copies of certificates are not issued by the university. Students who have lost their original certificate may request a statement in lieu of the lost certificate from the university. Such requests must be in writing and include a sworn affidavit wherein it is declared what had happened to the original certificate. A certified copy of an ID, valid passport or birth certificate must also be included.

34 Third-party access to student information

34.1 The university will not provide any personal information of a student except with the written authorisation of the student.