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.

1 Language of tuition

The university provides tuition in English. However, as approved by Senate, specific modules in qualifications comprising the learning of a language, tuition may be offered only in the language of the module that is being taught.

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 abstract 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 tutorials as may be scheduled for the module. Tutorials are provided online and are facilitated by e-tutors. Tuition is provided through two modes of delivery: online or blended modes of delivery. For online modules all material and tuition engagements are online while with blended modules, students will receive some of the material in printed format. 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 on the *Study @ Unisa* website, which is 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 reference 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 prior to a specific graduation date.

5.1.2 The Advance Statement is e-mailed to the student's myLife Unisa e-mail account 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.

5.1.6 A student may be issued with a letter confirming that he / she is in a final year or semester if all the outstanding modules required for the completion a qualification are fully registered.

5.2 Study Permits

Unisa is a dedicated open distance e-learning institution (ODeL) 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.

5.3 Statement of Credits

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.

5.4 Transcript of academic record and abbreviated curriculum

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.

5.5 Certificate of Conduct

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

5.5.2 A Certificate of Conduct is issued on request only.

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

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

5.6 Progress Report

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

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

5.7 Completion of a qualification

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

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

5.7.1.2 if there are no outstanding documents, library fees, NSFAS block and study / examination fees.

6 Qualifications offered

6.1 Unisa is a comprehensive university and offers qualifications ranging from certificates to doctoral degrees in nine 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)
- Graduate School of Business Leadership (GSBL)
- 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 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 Any prospective students who (i) have not previously been registered with Unisa for a formal qualification, (ii) returning students who wish to change qualification or stream / specialisation, or (iii) 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 and wish to further their studies in another qualification.

7.2 Returning students who are not currently registered or who have applied for 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 for admission 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 First check the admission requirements to ensure that he or she meets the admission requirements prescribed for the qualification for which he or she is applying.

7.6.3 Upload the required supporting documents online during the application period.

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

7.6.5 The application fee is non-refundable even if not qualifying for admission or a space cannot be offered.

7.6.6 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 by the relevant closing date (where relevant).

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

7.6.8 A student may apply for a maximum of two qualifications per application period. Applications cannot be cancelled or changed to a different qualification once the maximum number of qualifications have been applied for.

7.7 Completion of a higher certificate does not give automatic admission to any follow-on undergraduate qualification. The higher certificates provide articulation pathways to specific qualifications, the applications website provides the information on the qualifications that specific higher certificates can give admission to: https://www.unisa.ac.za/static/corporate_web/Content/Apply%20for%20admission/Undergraduate/Documents/Unisa-higher-certificates-related-qualifications-per-college-updated-2021.pdf

7.8 Once an applicant has submitted both qualifications or choices, no change of the qualification/s will be allowed within the same application period.

7.9 Appeals for admission are only considered if the outcome of an application was based on not meeting admission requirements.

7.10 In such cases appeals must be submitted online within 10 days of having received feedback from the University on the outcome of the application.

7.11 Space at Unisa is not guaranteed even though the applicant/s completed a lower qualification (example: higher certificate) at Unisa.

7.12 Space at Unisa is based on the combination of admission factors as prescribed by the admission policy of the university and enrolment management considerations such as academic performance, economic background, race and any other applicable factors as per the admission requirement of the qualification applied for.

7.13 Space at Unisa is not based on first-come first basis

7.14 No preference can be given to applicants who were rejected on the basis of space for previous years.

7.15 If the applicant/s was declined based on the space – No appeal is allowed.

7.16 The University applies an enrolment management process and only allowed to enrol specific number of students, as agreed upon targets with DHET, per qualification per academic year. This means that spaces are limited per qualification and not all applicants meeting the admission requirements can be offered a space in any academic year

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 both the statutory and college 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).

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 commits 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, etc.
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 Application for registration 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: *For honours, master's and doctoral qualifications the registration is only available online*

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 prerequisites 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 also apply. Application for the additional 24 credits must, however, be made before the closing date for registration for year modules.

9.2.5 A student 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 Higher Education institution. 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

9.6 Registration for non-degree purposes (NDP)

9.6.1 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.

9.6.2 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.

9.6.3 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.

9.6.4 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). Student may not register modules for an incomplete undergraduate / honours / postgraduate diploma for NDP concurrently with another undergraduate or postgraduate qualification to complete two qualifications in the same academic year.

9.6.5 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).

9.6.6 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).

9.6.7 Modules passed for non-degree purpose will not necessarily be credited towards achieving a qualification.

9.6.8 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 nondegree 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 he credits of a completed qualification may be granted to another qualification provided also that no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification. The purpose of the rule is to avoid the awarding of multiple qualifications for the same work undertaken (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 credit 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 on the strength of 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) on 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 calendar 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.

11.4 A student who login on myUnisa and submit his or her request for cancellation for registration should take full responsibility for his or her action in line with the cancellation rules. The request for cancellation cannot be withdraw as soon as it is finalised.

12 Exclusion from study on the grounds of poor academic performance and readmission 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 Senate may decide to exclude students on the basis of poor academic performance.

12.3 Academically excluded students may appeal to the Executive Dean of the relevant College.

12.4 The maximum periods (including deferment) in which a qualification must be completed are:
120 credits - 4 years
240 credits - 6 years
360 credits - 8 years
480 credits - 10 years

12.5 Students who do not complete a qualification within the prescribed maximum period, will be excluded from further registration, but may apply for admission in a new academic year. Such applications will be subject to normal admission criteria.

12.6 Students who are currently excluded or suspended from another institution on grounds of misconduct, will not be considered for admission.

12.7 Senate may reduce the maximum period in which a qualification must be completed (as set out in paragraph 12.6 above) upon application by a college.

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

12.9 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.

12.10 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.

12.11 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.

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 (short learning programme 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 Dean of the College or 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 Deferment

14.1 Students who decide not to register for an academic year or a semester must apply for deferment (permission to not register for a current academic year) by submitting the DSAR26 form before the closing date of each registration period. The form cannot be used to cancel or move the current registration to the next semester or academic year.

14.2 A student cannot apply for deferment after he or she has registered for a semester or academic year, but he or she must apply for cancellation of registration.

14.3 Students may apply for deferment for maximum 2 years or 4 semesters for the duration of a qualification. These need not be consecutive years or semesters.

14.4 Applications for deferment of examination must be referred to Exam Department.

15 Semester exchange

15.1 A student who wants to transfer a module from one semester to the following semester, must refer his or her request to the relevant college in DSAR during the registration period.

15.2 A student may not transfer a registered module from one academic year to another academic year. However, he or she may apply for cancellation.

16 Finance and fees

16.1 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.

16.2 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 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. Should this cause a delay in the allocation or transfer of funds to your account, the university cannot be held liable for delays caused.

16.3 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 rendered a service by the university until all outstanding debt has been settled in full.

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

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

16.6 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 First National 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.

17 Formative assessments

Submission of formative assessments can **ONLY** be done on the myUnisa platform no hardcopies will be accepted

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

17.2 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,. (The contribution of the year mark towards the final summative assessment mark will be set out in the tutorial letter[s] for the module.)

17.3 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).

17.4 For all FI assessments, the year mark will only be taken into consideration if it benefits the student.

17.5 In the case of modules applying continuous assessment, no summative assessment is conducted and the formative assessment will be the only contributor to the final mark

18 Admission to the summative examinations

18.1 By signing the application for registration, a student undertakes, *inter alia*, to do his/her examinations online and to provide the necessary equipment for this purpose, i.e. a computer or laptop, including provision of data and internet access. The use of other devices (cellphone or tablets) for online assessment is discouraged as the University will not be liable for any challenges with these devices.

18.2 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.

19 Assessment periods

19.1 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.

19.2 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.

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

Please note: Postgraduate students who have their second examination 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 examination. No late registrations will be considered. Students who have re-registered and passed the second examination, must themselves liaise with the Directorate: Student Admissions and Registrations regarding a refund for fees already paid.

20 Supplementary, aegrotat and deferred assessment opportunities

Please note that there are modules (e.g. modules offered as continuous assessment) which do not make provision for Supplementary examinations or aegrotat or deferred examinations and FI concessions, such as practical modules, signature modules, modules with continuous assessment, and Postgraduate i.e. research modules. No supplementary opportunities are granted in respect of aegrotat, supplementary or deferred examinations.

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

20.2 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 Health Professions Council of South Africa (HPSCA) or 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 serious illness or death of a relative during the examination period, provided that satisfactory evidence of such circumstances is produced (see below).

20.3 A student will be granted a second examination 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 examination for the module. The university awards supplementary examinations. Students cannot apply for this opportunity.

20.4 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.

20.5 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 examination 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 to request a deferment.

20.6 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 by navigating to the relevant link (apply for an aegrotat examination) on your final examination timetable on MyUnisa and complete the required information. It remains the student's responsibility to ensure that the university receives the original application and any accompanying documentation before the closing date.

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.

20.7 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 Policy to assist students who have one or two modules outstanding to complete a qualification at Unisa (commonly called FI concessions). 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.

20.8 The university reserves the right to award or decline the special examination 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.

20.9 Senate may approve that there is no second examination 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.

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

20.10.1 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.

20.10.2 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.

20.10.3 The assessments for most postgraduate modules are conducted in January / February and the deferred, supplementary and aegrotat examination (for students who qualify) are scheduled in May / June of the same year. Postgraduate students who have their second examination 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 examination. No late registrations will be considered. Students who have re-registered and pass the second examination, must themselves liaise with the Registrations Division regarding a refund for fees already paid.

21 Examination timetable

21.1 A provisional examination timetable will be available to all students at the time of registration

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

21.3 The final examination timetable will be e-mailed to a student's myLife e-mail address, prior to the commencement of the examination period. It will also be available on myUnisa.

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.

21.4 The final timetable will contain the following information:

21.4.1 A list of the modules for which a student has gained admission to the examination, together with the final examination dates and times.
21.4.2 A list of the modules (if any) for which the student has not gained admission to the examination. 21.4.3 The type of online platform in which the examination will take place
21.4.4 Further general instructions.

21.5 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.

21.6 Financial suspensions: Students who have been financially suspended for certain modules may still 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.

22 Examination fees

22.1 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.

22.2 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.

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

23 Language of examinations

23.1 All examinations, except for examinations in a language module, will be presented in English. Senate may approve another language for examination purposes in accordance with the Language Policy of the university.

24 Examination times

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

25 Examination modalities

At the discretion of Senate, an examination may be online, oral, or both online and oral, and may include practical work. Students cannot apply for or choose an assessment method. The university may, at its discretion, require a student to take a further or additional examination.

26 Pass mark and distinction

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

26.2 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%.

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

26.3.1 passed all modules for the qualification at Unisa; and
26.3.2 passed all final-level modules at the first attempt; and
26.3.3 attained an overall average of 75% in the qualification
26.3.4. The mark for the exempted module(s) granted by virtue of modules passed at Unisa will be included in the calculation of an overall average.

26.4 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.

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

26.6 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.

27 Remarking an examination answer script

27.1 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.

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

27.3 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.

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

27.5 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.

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

27.7 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.

27.8 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.

27.9 Remarking fees will only be refunded if a student

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

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

27.9.3 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.

28 Loss of examination material

28.1 Should the uploaded examination (answer book, etc) of a student not be received by the examiners 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.

28.2 In all cases, the student will be required to submit his or her electronic receipt which was issued after the successful submission (uploading) of the examination.

29 Practical examinations

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

29.2 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.

30 Examination results

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

30.2 Final examination results will be

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

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

30.4 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.

30.5 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.

30.6 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.

31 Examination arrangements for students with disabilities

31.1 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.

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

31.3 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)

32 Purchase of marked examination answer books (copies only)

32.1 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 marked examination. For details of the process and the administrative fee payable, students are referred to the miscellaneous fees on the Unisa website.

32.2 Students requesting a copy of the marked examination will receive an electronic version via email of the marked examination once the application form and fee have been received and processed.

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

32.4 Applications must be sent to purchasescript@unisa.ac.za (student number must appear in the subject heading) (Attention: Examinations).

33 Student discipline

33.1 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.

33.2 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.

34 Graduation

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

34.2 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 e-mailed to the student's myLife Unisa account. Graduation details can also be accessed on the website: http://myLife.unisa.ac.za/graduations. Click on "Access Graduation information". To access your graduation information, log in with your username (student number) and password. Then click

on “myAdmin”, “Student Admin” and “Graduation Information”. Students must ensure that their courier addresses and mobile numbers are correct on the Unisa system.

34.3 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.

34.4 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

34.5 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.

34.5.1 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

34.6 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. The incorrect certificate will be cancelled.

Issuing / awarding of a graduation certificate

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

34.8 The certificate of a student who graduates in absentia will be couriered within fifteen (15) 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.

34.9 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.

34.10 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

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

34.12 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

34.13 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

34.14 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.

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

Certificates

34.16 Certificates are only issued in English.

34.17 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.

35 Third-party access to student information

35.1 The university will not provide any personal information of a student except with the written consent of the student in line with the POPI Act of South Africa.