RULES AND PROCEDURES: SCHOOL OF LANGUAGES AND COMMUNICATION STUDIES

SLC1. DEFINITIONS AND EXPLANATIONS

<table>
<thead>
<tr>
<th><strong>Discipline:</strong></th>
<th>a coherent branch of knowledge and theory.</th>
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<tr>
<td><strong>Programme:</strong></td>
<td>a purposeful and structured set of learning experiences, defined by a coherent grouping of modules that leads to a qualification.</td>
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<td><strong>Qualification:</strong></td>
<td>a formal recognition of the achievement of required credits as determined by a programme.</td>
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<td><strong>Syllabus:</strong></td>
<td>denotes the content of a module.</td>
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<td><strong>Compulsory ancillary module:</strong></td>
<td>a module which has to be completed before a certain learning programme is finalised.</td>
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<td><strong>Module:</strong></td>
<td>a self-contained unit of study with a defined number of credits.</td>
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<td><strong>Extended Essay:</strong></td>
<td>a research report submitted for an Honours/4th year level dissertation.</td>
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<td><strong>Mini-dissertation:</strong></td>
<td>a research component for a Coursework Master's degree.</td>
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<td><strong>Dissertation:</strong></td>
<td>research report for a full Master's degree.</td>
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<td><strong>Thesis:</strong></td>
<td>a research report for a doctoral degree.</td>
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<td><strong>Prerequisite of a module:</strong></td>
<td>denotes specified learning required for registration of a module.</td>
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<td><strong>Academic year:</strong></td>
<td>the period specified by Senate to delineate the academic activities of a specific year.</td>
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<td><strong>Semester:</strong></td>
<td>a study period extending over half of the academic year.</td>
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<td><strong>Quarter:</strong></td>
<td>the study period extending over a quarter of the academic year.</td>
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<td><strong>Assessment:</strong></td>
<td>the process of determining a learner’s capability by observing and evaluating performance using a range of methods, benchmarked against standards.</td>
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<td><strong>Continuous Assessment:</strong></td>
<td>a variety of assessments including formative and summative methods given during a learning process.</td>
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<td><strong>Formative assessment:</strong></td>
<td>assessment that takes place during the process of learning and teaching, to inform learning and teaching strategies for improvement as well as give an indication regarding the readiness of the learner to undergo summative assessment.</td>
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<td><strong>Summative assessment:</strong></td>
<td>assessment which integrates all learning of a module in conjunction with formative assessment, is an indicator of competency and leads to credits which are recorded and reported.</td>
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<tr>
<td><strong>Formative assessment mark:</strong></td>
<td>the mark obtained through continuous assessment in a module, assignment, lecture tests, practical work, class participation and/or oral assessment, etc.</td>
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<tr>
<td><strong>Summative assessment mark:</strong></td>
<td>the mark obtained through summative assessment in a module.</td>
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<td><strong>Final mark:</strong></td>
<td>the weighted average of the formative assessment mark and the summative assessment mark in a module.</td>
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<tr>
<td><strong>Pass mark:</strong></td>
<td>a minimum final mark of 50% achieved in a module.</td>
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<tr>
<td><strong>Distinction mark:</strong></td>
<td>a final mark of 75% or more in a module.</td>
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| **Cum Laude:** | bachelor degrees and diplomas are awarded Cum Laude if the
qualification is completed within the **minimum prescribed period** and an **average distinction mark** (i.e. 75%) is required over the duration of study.

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<tr>
<th>Part-time student:</th>
<th>a student engaged in other occupations (such as full-time employment) and who can devote only part of his/her time to studies.</th>
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<tr>
<td>Exemption:</td>
<td>a full credit for a module already passed at the University of Limpopo or an accredited institution of higher learning.</td>
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**SLC2. RULES, PROCEDURES, PROGRAMMES, AND QUALIFICATIONS**

The rules and procedures that govern academic and administrative activities, as well as the requirements for programmes and qualifications which are offered in the School of Languages and Communication Studies, occur within the limitations and permissions granted by the University General Rules.

**A. RULES FOR UNDERGRADUATE STUDY**

**BACHELOR’S DEGREE**

**ADMISSION REQUIREMENTS**

**SLC3**

3.1 Subject to the provisions expressed in rule G2 of the General Rules of the University, applicants may be admitted to enrol for an undergraduate programme in the School of Languages and Communication Studies with the stipulation that:

3.2 Matric exemption or equivalent is required for admission.

3.3 Non-exemption applicants admitted through recognition of prior learning (RPL) processes as well as exemption on the basis of maturity (23 years or older), will also be eligible for admission.

3.4 All applicants must sit for the SATAP test and will be notified by letter when to present themselves for the SATAP test prior to admission.

3.4.1 The Standardised Assessment Test for Access and Placement (SATAP) shall be used in conjunction with the Grade Twelve results.

3.4.2 These results are used as a means of identifying applicants who may be potentially at risk academically, and placing them in programmes such as the Extended Degree Programme (EDP), which will empower them to succeed in their chosen fields of study through various intervention strategies.

3.4.3 The pass mark for the SATAP test is 55%.

3.4.4 If enrolment planning is not achieved, consideration might be given to some applicants (maximum 30) for entry into the Extended Degree Programme, which is a four-year programme with additional financial requirements.

3.4.5 EDP candidates will be expected to sign a contract of their understanding of the four (4) year duration of the Bachelor’s programme. However, students may be able to complete in three years.
3.4.6 The SATAP testing will be administered by the Centre for Academic Excellence (CAE) who will then refer successful applicants to their respective Departments.

3.4.7 The number of applicants that is admitted into the School will be according to the University’s enrolment plan.

REGISTRATION

SLC4

4.1 Subject to Rules G4, G8-G10, G20.2 and G25.1, a student who failed a module/s may be allowed to repeat only one module per semester with the permission of the department and subject to meeting the module entry requirements as well as the proviso that there are no clashes in the time-table.

4.2 To register modules at second-year level the student shall have passed the modules at first-year level, that is, to register for module 201, a student must first pass 101 and 102 of the same module.

4.3 A student shall not register for a third-year module before he/she has obtained 100% of the total credits on first-year level.

4.4 Full registration for all modules contemplated for the year must be done at the beginning of the year during academic registration (for 1st and 2nd semester modules) before lectures commence.

4.5 Modules presented on the same year-level are independent without prerequisites unless modular entry requirements specify otherwise.

4.6 Students should check whether they have prerequisites and ancilliaries for modules that are not offered in the School.

DURATION

SLC5

5.1 The rules determining the duration of study are contained in G10 of the General Rules of the University. Bachelor of Arts degrees may be completed in the minimum period of 3 years except for the Bachelor’s in Information Studies.

5.2 Students with a low matric/National Certificate score may be offered the opportunity to achieve access through an extended degree programme (EDP) over 4 years.

ASSESSMENT AND EVALUATION

SLC6

6.1 All assessment is carried out subject to the provisions and limitations as stipulated in rules G12-23 of the University General Rules.

6.2 Candidates qualify to sit for summative assessment provided they have gone through the requisite process of formative and continuous assessment, and have attended the required number of classes.

6.3 A candidate must have obtained a formative assessment mark of at least 40% to be admitted to the summative assessment.

6.4 Evaluation of a module consists of the composite of continuous and summative assessments conducted for each module as stipulated in G13.1-13.6 of the University General Rules.

6.5 A candidate must obtain at least a sub-minimum of 40% in the summative assessment as stipulated in rule G13.6.

6.6 Assessment focuses on providing evidence of learning for the stipulated
outcomes of unit standards (where applicable) and modules through both formative and summative techniques.

6.7 These assessment techniques include inter alia group work and peer assessment, presentations, seminars, project work, journals, formative assessments, research tasks, and practicals as provided for by rule G13.3.

6.8 The weighting of formative assessment is 60% maximum of the overall work.

6.9 Each module has inherent requirements for formative assessment which, in turn, determine summative assessment procedures.

SPECIAL SUMMATIVE ASSESSMENT

7.1 All special summative assessment is carried out subject to the provisions as stipulated in rules G13-16 of the University General Rules.

7.2 A special summative assessment may be granted to a student who has been prevented from sitting for summative assessment:

7.2.1 By illness on the day of the original assessment, or during or immediately before the summative assessment, provided that a medical certificate from a registered medical practitioner/traditional healer is submitted to the satisfaction of Faculty; provided further that the student's application is supported by the invigilator concerned or another responsible person or,

7.2.2 As a result of serious illness or death of a parent/brother/sister/child during the assessment period, provided that the School judges it to be a bona fide case, and the student can provide satisfactory proof of such special circumstances.

7.2.3 The School will determine whether the whole or only part of the summative assessment in the programme/module concerned shall be written.

7.2.4 Where a candidate is permitted to write a part of the summative assessment, the part written before the illness or relevant circumstances shall remain valid.

7.3 Application for such an aegrotat assessment must be made on the prescribed form within 7 days of the date on which the assessment was conducted.

SUPPLEMENTARY SUMMATIVE ASSESSMENT

8.1 The format of a supplementary assessment shall be the same as that of the summative assessment.

8.2 Conditions for the granting of a supplementary assessment in any specific module/course shall be as follows:

8.2.1 Students who obtain a final mark between 45% and 49%, both inclusive, will be permitted to write supplementary assessment in the course/module concerned.

8.2.2 If the final mark achieved in a module/course is 50% or more, but the summative assessment mark is below 40%, the student shall qualify for a supplementary assessment.

8.3 Calculation of the final mark following a supplementary assessment will be the same as that after the summative assessment with the supplementary assessment mark substituting the summative assessment mark. The maximum final mark allocated can only be 50%.
CREDIT FOR MODULES PASSED

SLC9

9.1 Credits for modules passed are subject to the requirements expressed in G8 and G25-G26 of the General Rules of the University.

9.2 Limitation on enrolment for modules at subsequent levels:

9.2.1 Second year level - A student shall not be allowed to take any module at second-year level unless he/she has obtained 50% of the total credits prescribed at first year level and meets the entry requirements for the second-year module.

9.2.2 Third year level - A student shall not be allowed to take any 1st semester and 2nd semester modules at third year level unless he/she has completed 100% of the total modules prescribed for the first year level and those modules selected as “majors” at both 1st and 2nd semester.

9.2.3 Fourth year level - A student shall not be allowed to take any module at fourth year level unless he/she has obtained 100% of the total modules prescribed for the second year level and those credits prescribed for third year of your “major” selection.

SLC9.2 Status

9.2.1 The year status of a student is determined in agreement with Rule G25.2 of the University General Rules.

9.2.2 A student must have obtained credit for at least 75% of the total credits (90 credits) at first-year level before being admitted to second-year status.

9.2.3 A student must have obtained credit for at least 75% of the total credits (90 credits) at second-year level before being admitted to third-year status.

9.2.4 A student must have obtained credit for at least 75% of the total credits (90 credits) at third-year level before being admitted to fourth-year status.

COMPOSITION OF PROGRAMMES

SLC10

10.1 The normal degree programme must have a minimum of 360 credits spanning over three years (or four years EDP), or a minimum of 480 credits if it is a four-year programme as explained in FH5.

10.2 The full-time curriculum (and programme combination) must at least consist of 120 credits per year.

10.3 Restriction on the selection of modules - The following modules cannot both be credited towards the fulfillment of the requirements for a degree:

10.3.1 ENGL 101/102 as well as ENGL 131/132
10.3.2 GERM 111/112 as well as GERM 101/102
10.3.3 FREN 111/112 as well as FREN 101/102
B. RULES FOR POSTGRADUATE STUDY

ADMISSION TO STUDIES UNDER THE UNIVERSITY GENERAL RULES

SLC11
11.1 Postgraduate study at the School occurs within the limitations expressed in Sections A, C-F of the General Rules of the University.
11.2 Admission to postgraduate studies as expressed in rules G28-29 of the University General Rules apply.
11.3 Rules for Honours degree study are contained in Section D (G30-35) of the General Rules of the University.
11.4 Rules for Master’s degree study are contained in Section E (G36-52) of the General Rules of the University.
11.5 Rules for Doctoral degree study are contained in Section F (G53-64) of the General Rules of the University.

C. RULES FOR HONOURS DEGREE STUDY

ADMISSION TO STUDY FOR AN HONOURS DEGREE

SLC12
12.1 A student shall be admitted into the Honours programme on condition that:
12.1.1 The applicant is a holder of a relevant Bachelors degree or equivalent.
12.1.2 An average mark of 60% or more was obtained in the relevant learning programme in the final year of the Bachelors Degree. However, students may be admitted through Recognition of Prior Learning (RPL), written test and/or a selection interview.

REGISTRATION

SLC13
13.1 Registration shall be completed during the registration period at the beginning of every year subject to Rule G32.
13.2 All registration and programme fees payable are due upon registration.

DURATION OF STUDY

SLC14
14.1 The minimum duration of study for the degree is one year full-time or two years part-time study.
14.2 Students are not allowed to obtain results or register if outstanding debts have not been settled.

COMPOSITION OF PROGRAMME

SLC15
15.1 In accordance with Rule G33, the programme comprises a number of modules making up a total of 120 credits at NQF level 6.
16.1 Assessment at this level is governed by Rule G34 of the General Rules of the University.

16.2 Candidates shall sit for summative assessment during the assessment periods as determined by the School.

16.3 Candidates shall obtain a minimum of 50% in every required module/course in the programme.

16.4 General assessment rules contained in G12-13, and G15-21 shall apply with the exception of rule G14, as no supplementary assessments are permitted at this level.

16.5 Research papers shall be assessed before the end of March in the year following enrolment for full-time students and for part-time students, two years following enrolment.

16.6 Policy documents and guidelines that are published by the School to govern research and supervision at this level are to be followed insofar as they are in agreement with the University General Rules.
D. RULES FOR MASTER’S DEGREE STUDY

ADMISSION TO STUDY FOR A MASTER’S DEGREE

SLC17

17.1 Admission into the Master’s programme is determined by Rule G36 of the University General Rules.

17.2 A student shall be admitted into the Master’s programme on condition that:

17.2.1 The applicant is a holder of a relevant Honours degree or equivalent.

17.2.2 An average mark of 60% or more was obtained in the relevant subject area in the appropriate major learning programme.

REGISTRATION

SLC18

18.1 First-time registration for the Master’s degree may occur at any time during the year subject to Rule G37.

18.2 All registration and programme fees payable are due upon registration.

18.3 Subsequent registrations require only the payment of registration fees, and must be completed before the end of the academic registration period for the programme, until all the requirements for the degree have been met, subject to the stipulations under Rule G9.

DURATION OF STUDY

SLC19

19.1 The minimum duration of study is two years, and the maximum is three years.

COMPOSITION OF PROGRAMME

SLC20

20.1 In accordance with Rules G38 and G39, a dissertation or equivalent research component must be completed for all Master’s degrees.

20.2 A research Master’s is composed entirely of a research project and a research report is submitted for assessment.

20.3 A coursework Master’s programme comprises a number of modules and a mini-dissertation.

20.4 The maximum number of credits earned is 240 credits at NQF level 7.

ASSESSMENT

SLC21

21.1 Assessment at the Master’s level is subject to Rules G40-41 of the General Rules of the University.

21.2 Research Master’s are governed by Rules G45-48 of the University General Rules.

21.3 Coursework Master’s are governed by Rules G50-52 of the University General Rules as well as the general assessment rules contained in G12-13, and G15-21 with the exception of rule G14, as no supplementary assessments are permitted at this level.
21.4 Policy documents and guidelines that are published by Faculty to govern research and supervision at this level are to be followed insofar as they are in agreement with the University General Rules.
E. RULES FOR DOCTORAL DEGREE STUDY

ADMISSION TO STUDY FOR A DOCTORAL DEGREE

SLC22
22.1 The admission requirements for admission into the doctoral study programme are contained in Rule G53 of the University General Rules.
22.2 An applicant shall be in the possession of a Master's degree or equivalent qualification and shall satisfy any additional requirements as determined by the relevant Department or Programme.

REGISTRATION

SLC23
23.1 First-time registration for the doctoral degree may occur at any time during the year subject to Rule G55.
23.2 All registration and programme fees payable for the year are due upon registration.
23.3 Subsequent registrations must be completed before the end of the academic registration period, until all the requirements for the degree have been met, subject to the stipulations under Rule G9.

DURATION OF STUDY

SLC24
24.1 The minimum duration of study is two years, and the maximum is five years.

COMPOSITION OF PROGRAMME

SLC25
25.1 In accordance with rules G56 – G58, a research project is completed and the results are reported in a thesis that is submitted for assessment.
25.2 The maximum number of credits earned is 720 credits at NQF level 8.

ASSESSMENT

SLC26
26.1 Assessment at the doctoral level is subject to Rules G55-G60 and G48 if a master's degree is converted to a doctoral degree.
26.2 Policy documents and guidelines that are published by the School to govern research and supervision at this level are to be followed insofar as they are in agreement with the University General Rules.