BUFFALO CITY CAMPUS

FACULTY OF BUSINESS SCIENCE

PROSPECTUS 2023

WSU
Walter Sisulu University
In pursuit of excellence

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1. HOW TO USE THIS PROSPECTUS

Note this prospectus contains material and information applicable to the whole Faculty.

It does not, however, contain the detailed information and specific requirements applicable to programmes that are offered by the Faculty. These can be found in the Departmental handbooks

This prospectus should be read in conjunction with the General Prospectus which includes the University's General Rules & Regulations, which is a valuable source of information, and the relevant Department handbooks

Students are encouraged to contact the Academic Heads of the relevant Department if they are unsure of a rule or an interpretation.

Disclaimer

Although the information contained in this prospectus has been compiled as accurately as possible, WSU accepts no responsibility for any errors or omissions. WSU reserves the right to make any necessary alterations to this prospectus as and when the need may arise. This prospectus is published for the 2023 academic year.

The offering of programmes and/or courses is not guaranteed

Students should note that the offering of programmes and/or courses as described in this prospectus is not guaranteed and may be subject to change. The offering of programmes and/or courses is dependent on viable student enrolment numbers being met (as determined by HOD) and on physical and human resources being available.

2. WELCOME BY THE DEAN OF THE FACULTY

I would like to welcome all of you to Walter Sisulu University (WSU). I am so proud and pleased that you have chosen the Faculty of Business Sciences (FBS). You have made an excellent choice. The Faculty of Business Sciences is one of the two faculties on the Buffalo city Campus, situated at the Potsdam site. It has five Departments: Accounting and Finance; Corporate Communication and Marketing; Management and Governance; People Development and Technology, and Tourism, Hospitality and Sport Management.

Dr R.N. Stofile
Acting Dean: Faculty of Business Sciences

You have come to FBS filled with hope, dreams, and determination, and I want to guarantee that within a period of time, you will leave our faculty fully equipped to go out into the world and make a difference. I urge you, therefore, to you wake up with a sense of purpose every morning and to do something meaningful. Do not give up on your dreams - keep them alive no matter what happens. Individually and collectively, your efforts and commitments will breathe life into the faculty vision to aspire to be responsive and impactful incubators of world class professionals and entrepreneurs. It is our mission to produce a new generation of highly skilled and agile graduates groomed to address complex societal challenges using technology-infused scholarly practices. WSU motto 'In pursuit of excellence' explains the commitment of the staff and students in teaching and learning, research and innovation and community engagement.

Welcome to Walter Sisulu University, Faculty of Business Sciences and be assured that you belong to this community.

3. FACULTY STAFF DETAILS

Name	Title	Position	Contact No.	Email	Site	Office No.
OFFICE OF THE DEAN						
R. N. Stofile	Dr.	Acting Dean	043-7085212	rstofile@wsu.ac.za	Potsdam	New Building
FACULTY SUPPORT STAFF						
B. Mayathula	Ms.	Faculty Secretary	043 708 5326	bmayathula@wsu.ac.za	Potsdam	New Building
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DEPARTMENT OF ACCOUNTING AND FINANCE						
Name	**Tile**	**Position**	**Contact No**	**Email**	**Site**	**Accounting block**
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N. Matyile	Ms.	Lecturer	0439029343	nmatyile@wsu.ac.za	College Str	4th floor
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***Note**: Staff in the various programmes are listed under the relevant department's section of the prospectus*

4. FACULTY OVERVIEW

The Faculty of Business Sciences is one of the eleven (11) faculties of Walter Sisulu University (WSU). It is one of the two faculties of the Buffalo City Campus that is based at the Buffalo City Metropolitan Municipality in East London. It offers programmes in five sites: Chiselhurst, College Street, Heritage, Border Rugby Stadium and Potsdam site. The faculty has five departments: Accounting and Finance, Corporate Communication and Marketing, Management and Governance, People Development and Technology and Tourism, Hospitality and Sport Management. The faculty offers 30 programmes and has about 4 700 registered students.

Name of the Department	Site of Delivery	Name of the HOD
Accounting and Finance (DoAF)	Potsdam	Mr Abor Yeboah
Corporate Communication and Marketing (CC & M)	Chiselhurst, Heritage and Potsdam	Mr S. Soha
Management and Governance (M & G)	Potsdam and Chiselhurst	Dr M. Mofolo
People Development and Technology (PDT)	Potsdam and College Street	Prof. K. Strydom
Tourism, Hospitality and Sport Management (DETHOS)	College Street	Dr V. Nomnga

In future, the faculty intends to offer Post Graduate Diplomas, Masters Degrees and PhDs. It is also in the plans to establish an institute of Governance to cater for public officials. Furthermore, we intend to establish a Hotel School in East London.

4.1.1 VISION

The Faculty of Business Sciences will be the centre for development of globally competent graduates and act as a research institute that serves communities and responds to national development priorities.

4.1.2 MISSION

We are a hub of academic excellence that provides training to produce market-responsive graduates through:

- innovative Teaching and Learning Strategies
- offering accredited and competitive programmes
- providing an enriching quality learning experience

4.1.3 CORE VALUES

- Quality
- Ethical conduct
- Professionalism
- Accountability
- Public Service
- Teamwork
- Integrity

4.2. GOALS OF THE FACULTY

There are 4 Strategic Goals for the Faculty of Business Sciences, which are:

- To promote academic excellence in undergraduate and postgraduate studies
- To promote basic and applied research and innovation that is consistent with best practice and which contributes to developmental impact
- To contribute to the improvement of socio-economic conditions of the societal communities through community engagement and partnership
- To ensure a sustainable and viable faculty

4.3. FACULTY STUDENT SOCIETIES AND THEIR ROLES

Student societies play an important role in the faculty by bringing together students with similar interests to engage in activities promoted by the society. These societies give students exciting and unique opportunities to interact with one-other, academics, and industry experts, and keep students aware of developments and potential possibilities in their area. Each department has student societies according to the disciplines it offers.

Department of Accounting: Society of Accounting Students (AOTO)

Department of Management:

Department of Public Management & Admin: Public Management Society & OMT Society

Department of Tourism & Hospitality: Tourism & Hospitality Student Society

More information on societies, SRC and students' life can be obtained using the link below: https://www.wsu.ac.za/index.php/student-life/directorate

5. STUDENT GRADUATE ATTRIBUTES

Graduate attributes describe the personal, academic, professional qualities, and applied knowledge and skills that the WSU values. **(Refer to Curriculum Policy).**

The WSU Graduate attributes aim at aligning the curriculum and student development with the South African Qualifications Authority's (SAQA) critical cross-field outcomes, which include, but are not limited to:

- Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made.
- Working effectively with others as a member of the team, group, organization, and community.
- Organizing and managing oneself and one's activities responsibly and effectively.
- Collecting, analysing, organising, and critically evaluating information.
- Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation.
- Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation.
- Using science and technology effectively and critically, showing responsibility towards the environment.

All programmes within the Faculty are designed such that the above attributes are covered in different levels of study.

6. ACADEMIC QUALIFICATIONS OFFERED IN FACULTY

QUALIFICATION CODE	QUALIFICATION NAME	NQF LEVEL	SAQA ID	CREDITS	DURATION
UNDERGRADUATE QUALIFICATIONS					
WS7042	HC: Versatile Broadcasting	5	97037	120	1 Year
WS7058	Diploma in Internal Auditing (ECP)	6	101212	360	4 years
WS7054	Diploma in Local Government Finance (ECP)	6	97045	360	4 years
WS7055	Diploma in Management (ECP)	6	97046	360	4 years
WS7048	Diploma in Public Relations Management (ECP)	6	101179	360	4 years
WS7014	Diploma in Accountancy	6	114798	360	3 years
WS7013	Diploma in Internal Auditing	6	101212	360	3 years
WS7016	Diploma in Financial Information systems	6	101210	360	3 years
WS7044	Diploma in Marketing Management	6	97048	360	3 years
WS7043	Diploma in Journalism	6	97044	360	3 years
WS7047	Diploma in Public Relations Management	6	101179	360	3 years
WS7031	Diploma in Public Management	6	97051	360	3 years
WS7035	Diploma in Policing	6	97050	360	3 years
WS7032	Diploma in Local Government Finance	6	97045	360	3 years
WS7033	Diploma in Management	6	97046	360	3 years
WS7036	Diploma in Small Business Management	6	117828	360	3 years
WS7025	Diploma in Office Management and Technology	6	97049	360	3 years

QUALIFICATION CODE	QUALIFICATION NAME	NQF LEVEL	SAQA ID	CREDITS	DURATION
WS7023	Diploma in Human Resources Management	6	97043	360	3 years
WS7051	Diploma in Tourism Management	6	97053	360	3 years
WS7053	Diploma in Hospitality Management	6	97042	360	3 years
WS7050	Diploma in Sport Management	6	97052	360	3 years
WS7022	Diploma Administrative Management	6	114801	360	3 years
WS7010	Advanced Diploma in Cost and Management Accounting	7	101185	120	1 year
WS7040	Advanced Diploma in Journalism	7	101206	120	1 year
WS7041	Advanced Diploma in Marketing	7	97036	120	1 year
WS7045	Advanced Diploma in Public Relations Management	7	101180	120	1 year
WS7030	Advanced Diploma in Management	7	101200	120	1 year
WS7034	Advanced Diploma in Public Management	7	101208	120	1 year
WS7021	Advanced Diploma in Human Resources Management	7	101199	120	1 year
WS7020	Advanced Diploma in Business Administration	7	101201	120	1 year
WS7052	Advanced Diploma in Tourism Management	7	115933	120	1 year

7. DETAILS ON ACADEMIC QUALIFICATIONS CURRENTLY OFFERED

Comments on entry requirements

- The minimum entry requirements do not necessarily guarantee admission to any qualifications offered by the university. Admission depends on the availability of space and the student's overall performance.
- Please refer to section 14 of this prospectus for the entry requirements for students who possess a Senior Certificate (SC) or a National Certificate (Vocational) NC(V), N4, N5 and N6 Certificate/National N Diploma.
- A Higher or Advanced Certificate in a cognate field may be considered as an entry route into a diploma qualification.
- A 360-credit diploma in a cognate field may be considered as an entry route into a bachelor's degree qualification.
- Recognition of prior learning (RPL) may be considered an alternate qualification entry route.
- Applications from students with international school leaving results are considered in terms of:
    - Higher Education South Africa (HESA) guideline document, " A guide to application for exemption certificates" and where required a submission of international qualification to SAQA for benchmarking in terms of HEQC.
- Applicants who do not fully meet the minimum requirements for a specific qualification may be granted entry into the qualification under special circumstances subject to Senate endorsement/approval

APS table

NSC Levels	Percentage	APS	Status of achievement
7	90 - 100%	7	Outstanding achievement
7	80 - 90%	7	Outstanding achievement
6	70 - 79%	6	Meritorious achievement
5	60 - 69%	5	Substantial achievement
4	50 - 59%	4	Moderate achievement
3	40 - 49%	3	Adequate achievement
2	30 - 39%	2	Elementary achievement
1	0 - 29%	1	Not achieved - Fail

QUALIFICATION CODE	QUALIFICATION NAME	MINIMUM NSC ADMISSION REQUIREMENTS	PROGRAMME OVERVIEW	CAREER OPPORTUNITIES
UNDERGRADUATE QUALIFICATIONS				
WS7042	HC: Versatile Broadcasting	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 4 • One additional language level 3 Pre-selection interview required	Versatile Broadcasting is a mass communication media from a single source to a radio. This programme is important in that it allows the platform to inform the population and it reaches more people quickly.	• Radio presenters • TV presenter • Newsreader • Sport broadcaster
WS7058	Diploma in Internal Auditing ECP	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Accounting level 3 or • Mathematics level 3 or • Maths Literacy level 5 • Placement test Admission Point Score (APS) 21	The graduate must perform financial and operational audit functions as part of an audit team or independently. It serves as a foundation for further studies in accounting, and in the internal auditing fields.	• Junior internal auditors • Bookkeepers, • Junior accountants and • Other entry-level accounting positions.

WS7054	Diploma in Local Government Finance (ECP)	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Accounting level 2 or • Mathematics level 2 or • Maths Literacy level 4	Graduates must perform municipal finance functions and operational audit functions as part of an audit team or independently. It serves as a foundation for further studies in finance fields.	• Financial Services • Administration • Management • Accounting • Project Management
WS7055	Diploma in Management (ECP)	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Accounting level 2 or • Mathematics level 2 or • Maths Literacy level 4	Graduates must apply focused knowledge and a range of vocational and industry-specific skills and competencies; enable them to understand, interpret and apply management principles, procedures, and processes. The application of management theory will equip students to become responsible and ethically mindful professionals.	• Supervisors • First-Line Managers • Senior/Middle Managers • Branch Managers • Business Advisors
WS7048	Diploma in Public Relations (ECP)	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Any two subjects at level 4 Pre-selection interview required.	Public Relations is a strategic process that builds mutual beneficial relationship between the organisations and its public. Specific focus is on corporate image and reputation, crisis communication internal and external communication. It includes how to handle media requests and being able to undertake Corporate Social Investment programmes.	• Public Relations Practitioner. • Communications officer. • Brand ambassador • Spokesperson. • Public Speaker

WS7014	Diploma in Accountancy	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Mathematics level 3 • Two additional subjects at level 3 Admission point score of 21 or above.	The purpose of this qualification is to equip the graduate with the necessary skills to perform financial, taxation related, auditing and management accounting functions as part of a finance team or independently. It serves as a foundation for further studies in accounting fields such as the Accounting Technician qualification, Chartered Management Accountant etc.	• Junior accountants • Junior tax practitioners • Auditors, • Junior management accountants, Bookkeepers • Other entry-level accounting positions.
WS7013	Diploma in Internal Auditing	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Mathematics level 3 • Two additional subjects at level 3 Admission point score of 21 or above.	The graduate must perform financial and operational audit functions as part of an audit team or independently. It also serves as a foundation for further studies in accounting, and in the internal auditing fields.	• Junior internal auditors • Bookkeepers • Junior accountants and • Other entry-level accounting positions.
WS7016	Diploma in Financial Information systems	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Mathematics level 3 • Two additional subjects at level 3 Admission point score of 21 or above.	This qualification aims to provide graduates with the abilities essential to undertake financial and information system activities, including accounting, taxation, auditing, and management accounting skills. Graduates are capable of working as part of a finance team or individually. It provides a basis for future study in accounting professions, such as Accounting technicians, Chartered Management Accountant, etc.	• Junior accountants • Junior tax practitioners • Auditors, • Junior management accountants, Bookkeepers • Other entry-level accounting positions.

WS7044	Diploma in Marketing Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Mathematics level 2 or • Accounting level 2 or • Business studies level 2 or • Mathematics Literacy level 3	The key areas of marketing are to the benefit of the product and ultimately to generate sales. Graduates must distribute the product and its services, build customer loyalty. Be able to keep and acquire new customers for the organisation, increase sales and expand to new markets using effective Digital Marketing.	• Marketing and Sales • Digital Marketing • Branding
WS7043	Diploma in Journalism	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: Any two of the following languages • English level 4 • Afrikaans level 4 • isiXhosa level 4, and • Two additional subjects at level 4 Pre-selection interview required	Journalism focuses on gathering, assessing and presenting of news and information through print, electronic and social media platforms. It offers students an opportunity to learn advanced industry-specific methods using state-of-the-art equipment (photographic and video cameras, the latest computer programmes and computer laboratories).	• Journalist • TV presenter • Radio presenter • Social Media specialist • Vlogger • Blogger • Content creator • Copyright creator
WS7047	Diploma in Public Relations	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows:	Public Relations is a strategic process that builds mutual beneficial relationship between the organisations and its public. Specific focus is on corporate image and reputation, crisis communication internal and external communication. It includes how to handle media	• Public Relations Practitioner. • Communications officer. • Brand ambassador • Spokesperson. • Public Speaker

		Any two of the following languages • English level 4 • Afrikaans level 4 • isiXhosa level 4, and • Two additional subjects at level 4 Pre-selection interview required	requests and being able to undertake Corporate Social Investment programmes.	
WS7031	Diploma in Public Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement.	Graduates must work with public officials and senior management to provide support for strategic leadership and management needed to transform all spheres of government. The need for well-qualified, efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government.	• Assistant Public Officials • Assistant Local Government Officials • Assistant Personnel Officers • Risk Officers
WS7035	Diploma in Policing	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Any four additional subjects at level 3	The qualification prepares graduates in the law enforcement environment and to uplift the professional standards of policing. It will regulate and improve relationships between the community and law enforcement agencies.	• SAPS • Police official • Civilian employee. • Municipal police
WS7032	Diploma in Local Government Finance	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 and	Graduates must perform municipal finance functions and operational audit functions as part of an audit team or independently. It serves as a foundation for further studies in finance fields.	• Financial Services • Administration • Management • Accounting • Project Management

		• Accounting level 3 or • Mathematics level 3 OR • Accounting level 3 and • Mathematics literacy level 4		
WS7033	Diploma in Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Accounting level 2 or • Mathematics level 2 or • Maths Literacy level 4	Graduates must apply focused knowledge and a range of vocational and industry-specific skills and competencies; enable them to understand, interpret and apply management principles, procedures, and processes. The application of management theory will equip students to become responsible and ethically mindful professionals.	• Supervisors • First-Line Managers • Senior/Middle Managers • Branch Managers • Business Advisors
WS7036	Diploma in Small Business Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Mathematics level 2 or • Maths Literacy level 3 • Any two commerce subjects at level 3	This qualification prepares graduates entry into the world of business. The qualifying learner will have the competence to apply essential business strategies, principles and techniques to start a small, medium or micro-enterprise and to ensure its effective functioning.	• Entrepreneur • Business Analyst
WS7025	Diploma in Office Management and Technology	A National Senior Certificate (NSC) with a diploma or bachelor's	It provides the business world with multi-skilled knowledge graduates who manage information	• Office managers • Data capturers • Administrators

		endorsement and achievement in the subjects as follows: • English level 4 • Mathematics level 3 or • Maths Literacy level 4 • Any two subjects level at 4	efficiently; are equipped with a comprehensive range of skills including managerial, administrative, Financial Management, Human Resource Management, Legal Practice, technological, communication skills; to act ethically and utilise the knowledge to meet expectations of the African communities they are to serve.	• Personal assistants, etc.
WS7023	Diploma in Human Resources Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Accounting level 3 or • Mathematics level 3 or • Maths Literacy level 4 • Any two subjects level at 3	The qualification aims to produce HR practitioners who are critical thinkers can practise locally, and globally in improving relations between management, employees, and unions. In addition, manage employee performance and career planning and ensure compliance with legislation and other regulatory bodies.	• HR Practitioners. • Human Resources Business Partners. • Benefits Administrator. • Employee Relations Manager. • Labour Relations Officer. • Payroll Manager. • Recruitment Specialist
WS7051	Diploma in Tourism Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Any three relevant subjects level	The purpose of this programme is to equip students with thorough knowledge in the Tourism and leisure industry. The qualifying learner will have the competence to independently manage and integrate specialist activities within the Tourism value chain.	• Destination Planners, • Tourism Researchers, • Travel Agents • Consultants • Front Office Supervisors • Travel Specialists • Tour Specialists

WS7053	Diploma in Hospitality Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Any three relevant subjects at level 3	This diploma intends to provide learners with the knowledge, skills and attitudes necessary to pursue a successful career in the field of hotels, lodges, bed and breakfast facilities, motels, restaurants, fine dining establishments, both public and private health food service institutions.	• Catering Manager • Accommodation Manager • Hospitality systems consultant • Chef • Hotel Manager • Food and Beverage Manager
WSU7051	Diploma in Sport Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 3 • Any three relevant subjects at level 3 Admission point score of 22 or above.	This qualification aims to provide qualifying learners with applied competence in the analysis, interpretation and application of management principles in the fitness and health, coaching, teaching and retailing sectors of the sports industry.	• Athletics Coach • Athlete Development Specialist • Sports and athlete development consultant • School and sports club co-ordinator • Sports academy manager
WS7022	Diploma Administrative Management	A National Senior Certificate (NSC) with a diploma or bachelor's endorsement and achievement in the subjects as follows: • English level 4 • Mathematics level 2or • Mathematics literacy level 4 Two additional subjects' level 4	Graduates must identify and solve problems, make responsible and ethical decisions within their own limit of authority, and work effectively with others as a member of a team.	• Human Resource Professional • Marketing Consultant • Supervisors • First-Line Managers • Senior/Middle Manager • Branch Manager • Business Advisors.

WS7010	Advanced Diploma In Cost And Management Accounting	NQF Level 6 qualification with 360 credits in a cognate discipline with achievement not less than 60% for the majors (Financial Accounting 3 and Cost and Management Accounting 3) and an average mark of 60% for the qualification.	The purpose of this qualification is to equip the graduate with the necessary skills to perform financial and management accounting functions as part of a finance team or independently. It serves as a foundation for further studies in accounting fields such as the Chartered Management Accountant. It serves as an entry requirement for Post-Graduate Diplomas in Management Accounting.	• Accountants • Management accountants • Bookkeepers • Other accounting positions.
WS7041	Advanced Diploma Journalism	NQF Level 6 qualification with 360 credits in a cognate discipline.	Journalism focuses on gathering, assessing and presenting of news and information through print, electronic and social media platforms. It offers students an opportunity to learn advanced industry-specific methods using state-of-the-art equipment (photographic and video cameras, the latest computer programmes and computer laboratories).	• Journalist • TV presenter • Radio presenter • Social Media specialist • Vlogger • Blogger • Content creator • Copyright creator
WS7040	Advanced Diploma In Marketing Management	NQF Level 6 qualification with 360 credits in a cognate discipline.	The Advanced Diploma in Marketing Management plays a significant role in imparting pertinent advanced marketing management skills and discipline-specific knowledge that is critical for the growth of the local, regional, national and global economies.	• Marketing Services. • Advertising and Promotions. • Distribution Companies. • Operation Management
WS7045	Advanced Diploma Public Relation Management	NQF Level 6 qualification with 360 credits in a cognate discipline.	The Advanced Diploma in Public Relations and Communication Management qualification is intended to develop in a person the competence and skills to administer and perform strategic	• Public Relations Practitioner • Senior communication practitioner • Communication officer

			Public Relations tasks in a global environment using the latest technologies.	• Brand ambassador • Spokesperson • Public Speaker
WS7030	Advanced Diploma Management	NQF Level 6 qualification with 360 credits in a cognate discipline with achievement not less than 60% for the majors (Management 3) and an average mark of 60% for the qualification.	The program aims to produce competitive graduates who will significantly address socioeconomic issues. The program also includes modules that give students the fundamental technological know-how and abilities they need to advance in the fourth industrial revolution age and be prepared for it.	• Supervisors • First-Line Managers • Senior/Middle Managers • Branch Managers • Business Advisors
WS7034	Advanced Diploma In Public Management	NQF Level 6 qualification with 360 credits in a cognate discipline with achievement not less than 65% for the qualification.	The purpose of this qualification is to prepare students to be able to direct, improve and manage the institutional structures, resources and functions to effect service delivery in the public sector environment. It aims at preparing students for postgraduate study and to become fully competent organisational leaders and managers within and across the core functions of an organisation.	• Political Science • General public administration • Management divisions of the public, private and civic services. • Business leaders • Entrepreneurs • Public Sector Consultants
WS7021	Advanced Diploma Human Resources Management	NQF Level 6 qualification with 360 credits in a cognate discipline with achievement not less than 60% for the qualification with the following subjects completed within the minimum specified time: - Human Resources Management 3, Labour Relations 2 and Human Resources Development 2.	The qualification is to produce HR practitioners who are critical thinkers can practise locally, and globally in improving relations between management, employees, and unions. In addition, manage employee performance and career planning and ensure compliance with legislation and other regulatory bodies.	• HR Practitioners. • Human Resources Business Partners. • Benefits Administrator. • Employee Relations Manager. • Labour Relations Officer. • Payroll Manager. • Recruitment Specialist

WS7020	Advanced Diploma Business Administration	NQF Level 6 qualification with 360 credits in a cognate discipline.	This qualification provides a framework on which the management of organisational entities is premised. These may include fundamental areas such as economics fundamentals, marketing, project management and financial management to ensure organisational efficacy.	• Political Science • General public administration • Management divisions of the public, private and civic services. • Business leaders • Entrepreneurs • Public Sector Consultants
WS7052	Advanced Diploma In Tourism Management	NQF Level 6 qualification with 360 credits in a cognate discipline.	The qualifying students will have the competence to manage and integrate specialist activities within the tourism system independently.	• Destination Planners • Tourism Researchers • Travel Agents & Consultants • Guest Relationship and Operations Assistants • Front Office Supervisors • Direct Inbound Travel Specialists • Tour Specialists

8. PHASING OUT OF NON-HEQSF ALIGNED QUALIFICATIONS

The last year of enrolments into non-HEQSF aligned qualifications was 2019. Students who enrolled into these programmes are currently in the pipeline and the last cohort is afforded the opportunity to complete its studies in 2023(N+2). Students who fail to complete in the allotted period will be subjected to normal university exclusion rules and processed and if re-admitted will be articulated into the new HEQSF aligned programmes.

Qualification Code	Programme Name	NQF Level	SAQA ID	Credits	Duration
EXTENDED HIGHER CERTIFICATES AND EXTENDED DIPLOMAS					
BC7015	National Higher Certificate in Accountancy (ECP)	5	80183	240	3 years
BC7014	National Diploma in Internal Auditing (ECP)	6	80168	360	4 years
BC7054	National Diploma in Local Government Finance (ECP)	6	80170	360	4 years
BC7055	National Diploma in Management (ECP)	6	80171	360	4 years
BC7048	National Diploma in Public Relations (ECP)	6	80179	360	4 years
DIPLOMAS					
BC7014	National Higher Certificate in Accountancy	5	80183	240	2 years
BC7013	National Diploma in Internal Auditing	6	80168	120	1 year
BC7012	National Diploma in Financial Information Systems	6	80163	120	1 year
Bc7017	National Diploma in Cost and Management Accounting	6	80158	120	1 year
BC7044	National Diploma in Marketing	6	80173	360	3 years
BC7043	National Diploma in Journalism	6	80169	360	3 years
BC7047	National Diploma in Public Relations	6	80179	360	3 years
BC7031	National Diploma in Public Management	6	80177	360	3 years

Qualification Code	Programme Name	NQF Level	SAQA ID	Credits	Duration
BC7035	National Diploma in Policing	6	80176	360	3 years
BC7032	National Diploma in Local Government Finance	6	80170	360	3 years
BC7033	National Diploma in Management	6	80171	360	3 years
BC7036	National Diploma in Small Business Management	6	100062	360	3 years
BC7025	National Diploma in Office Management and Technology	6	80175	360	3 years
BC7022	National Diploma in Administrative Management	6	80153	360	3 years
BC7023	National Diploma in Human Resources Management	6	80166	360	3 years
BC7051	National Diploma in Tourism Management	6	80182	360	3 years
BC7053	National Diploma in Hospitality Management	6	80165	360	3 years
BC7050	National Diploma in Sports Management	6	80180	360	3 years

9. FACULTY COMMITTEES

FACULTY COMMITTEE	OBJECTIVE	FUNCTIONS
LEARNING AND TEACHING	The Faculty of learning and teaching provides an oversight on all academic planning, learning and teaching activities of the Faculty. Its purpose is to review and make recommendations to Senate Committee on academic programmes, curricular and learning and teaching.	• Promote and facilitate excellence in teaching and learning • Promote and facilitate quality assurance in learning and teaching activities. • Ensure that academic and enrolment planning processes are in accordance with relevant policies, rules and procedures. • Consider and make recommendations on existing and proposed course and programme offerings. • Consider regular reports on academic performance. (Refer to ToR for Learning and Teaching).
CURRICULUM COMMITTEE	The Faculty Curriculum Committee's purpose is to provide strategic oversight on all Faculty curriculum matters including the approval of relevant procedures, programmes, modules/courses and the department's evaluation and review processes.	• Monitor PQM of the Faculty and ensure that the PQM is relevant and updated. • Ensure that curriculum design and the outcomes of curricula are • aligned with the WSU vision, mission, values, and faculty plans. • Advise Departments on SAQA qualifications/programmes registration and end dates. Advise on the academic structure of the programmes in response to identified needs • Recommend programme prerequisites, core modules and electives of different programmes within the faculty • Review existing programmes and recommend replacement of irrelevant programmes/modules/courses
RESEARCH & HIGHER DEGREES	The main objective of this Committee is to provide strategic direction on all matters pertaining to research and innovation within the Faculty.	• The responsibilities of the Committee shall cut across the following areas: • Strategic Direction • Research Administration • Ethics for student Research • Quality Assurance • (Refer to ToR for this Committee).
COMMUNITY ENGAGEMENT & INTERNATIONALISATION	This committee was established to provide strategic direction on all Community Engagement & Partnerships matters; Short Learning Programmes matters and Rural Development & Urban Renewal matters. Its purpose is to consider, review and make recommendations on	• Promote and facilitate the community engagement and partnerships at Faculty Level.

FACULTY COMMITTEE	OBJECTIVE	FUNCTIONS
	community engagement and internationalization programmes, Short Learning programmes and Rural Development and Urban Renewal programmes within academic programmes and research.	• Ensure and monitor the implementation of the community engagement and internationalization, Short Learning
SHORT LEARNING PROGRAMME COMMITTEE	This committee is established to provide strategic direction on Short Learning Programmes (SLP) within the Faculty.	• Consider and make recommendations to Senate on the establishment of CIBs and approval of SLPs
QUALITY ASSURANCE	The committee is established with a premise that HEIs are responsible for the quality of their core academic and support functions and that academic leadership, communities of practice (CoPs), peer review and innovation work in concert to achieve continuous quality improvements and enhancements.	• Monitor the University's implementation of the quality management systems in the context of the institutional Strategic Plan. • recommend approval of accreditation of programmes. • recommend de-activation of programmes on WSU academic structure.

MEMBERSHIP OF COMMITTEES

FACULTY COMMITTEE	DEPARTMENT OF ACCOUNTING AND FINANCE MEMBER DETAILS	DEPARTMENT OF CORPORATE COMMUNICATION AND MARKETING MEMBER DETAILS	DEPARTMENT OF MANAGEMENT AND GOVERNANCE MEMBER DETAILS	DEPARTMENT OF PEOPLE DEVELOPMENT AND TECHNOLOGY MEMBER DETAILS	DEPARTMENT OF TOURISM, HOSPITALITY AND SPORT MANAGEMENT MEMBER DETAILS	FACULTY CHAIR MEMBER DETAILS
LEARNING AND TEACHING	Mr M. Nsangwe mnsagwe@wsu.ac.za	K. Ngodwana kngodwana@wsu.ac.za	Ms L. Blaauw lblaauw@wsu.ac.za	Ms Z. Baqo zbaqo@wsu.ac.za	Ms S. Kock skock@wsu.ac.za	Mr. S. Soha ssoha@wsu.ac.za
CURRICULUM COMMITTEE	Ms A Bobo abobo@wsu.ac.za	Mr T. Mohlomi tmohlomi@wsu.ac.za	Ms K. Mdala kmdala@wsu.ac.za	Ms N. Seti nseti@wsu.ac.za	Dr S. Mxunyelwa smxunyelwa@wsu.ac.za	Dr R. N. Stofile rstofile@wsu.ac.za
LIBRARY COMMITTEE	Mr S. Cyriac scyriac@wsu.ac.za	Dr T. Dalldorf tdalldorf@wsu.ac.za	Ms K. Mdala kmdala@wsu.ac.za	Dr O. Murire omurire@wsu.ac.za	Mr Z. Mtshokoshe zmtshokoshe@wsu.ac.za	Mr A. Yeboah ayeboah@wsu.ac.za
RESEARCH & HIGHER DEGREES	Dr O. Motarirano omatarirano@wsu.ac.za	Dr T. Tlapane ttlapane@wsu.ac.za	Dr Z. Roboji zroboji@wsu.ac.za	Dr S. Makwembere smakwembere@wsu.ac.za	Dr S. Mxunyelwa smxunyelwa@wsu.ac.za	Prof K. Strydom kstrydom@wsu.ac.za
COMMUNITY ENGAGEMENT & INTERNATIONALISATION	Mr O. Gqokonqana ogqokonqana@wsu.ac.za	Ms Y. Mgedezi ymgedezi@wsu.ac.za	Ms M. Pakade mpakade@wsu.ac.za	Ms N. Seti nseti@wsu.ac.za	Ms T. Fanampe tfanampe@wsu.ac.za	Dr V. Nomnga vnomnga@wsu.ac.za
SHORT LEARNING PROGRAMME COMMITTEE	Ms N. Nonqane nnonqane@wsu.ac.za	Mr D. Mthethwa dmthethwa@wsu.ac.za	Ms V. Gcoyi Mgcoyi@ws.ac.za	Mr M. Nazo mnazo@wsu.ac.za	Mr Z. Mtshokotshe Mtshokotshe@wsu.ac.za	Dr O. Murire omurire@wsu.ac.za
QUALITY ASSURANCE	Mr L. Mlawu lmlawu@wsu.ac.za	Mr L. Mgqibela lmgqibela@wsu.ac.za	Mr L. Majova lmajova@wsu.ac.za	Mr T. Mrubata tmrubata@wsu.ac.za	Ms P. Kula pkula@wsu.ac.za	Dr M. Mofolo mmofolo@wsu.ac.za

10. STUDENT SUPPORT SERVICES

11.1 DIRECTORATE OF LEARNING AND TEACHING SERVICES (DLT)

DLT offers a range of academic support services to students such as Academic Advising, Peer Assisted Learning (PAL), Extended Curricula Programmed, Learning and Teaching with a Technology and Writing Centre. More information can be accessed through the link below:

https://www.wsu.ac.za/index.php/learning-teaching/teaching-learning-directorate

11.2 STUDENT DEVELOPMENT AND SUPPORT SERVICES

Information on student development and support can be accessed through the link below:

https://www.wsu.ac.za/index.php/student-life/directorate

11. FACULTY SPECIFIC RULES

The faculty is offering programmes which are common across four Campuses. The Standard operation procedures guides the Teaching and Learning activities across all campuses.

11.1 FACULTY EXECUTIVE MEETINGS(FACEX)

- An executive board comprising five HODs, PCOs and two Senior staff members is delegated to meet and deal with urgent matters that cannot wait for the Faculty Board meeting; such decisions must be ratified by a full meeting of the faculty.

11.2 FACULTY BOARDS MEETINGS

- The Faculty Board meets four times a year i.e., one meeting in each term.
- All academic staff members are members of the Faculty Board.
- Academic staff members are to attend at least 50% of these meetings.
- Missing 75% of these meeting will result in a disciplinary hearing of the relevant staff member.
- Students' challenges are to be addressed first by the Department then escalated to the Dean's office.

12. FACULTY MEETINGS

FACULTY COMMITTEES	FACEX	FACULTY BOARDS
TERM 1	**TERM 1**	**TERM 1**
27 January 2023	16 January 2023	6 Feb 2023
TERM 2	**TERM 2**	**TERM 2**
5 May 2023	26 May 2023	4 June 2023
TERM 3	**TERM 3**	**TERM 3**
21 July 2023	28 July 2023	2 Aug 2023
TERM 4	**TERM 4**	**TERM 4**
04 Oct 2023	11 Oct 2023	18 Oct 2023

FACULTY CALENDAR

- THE OBJECTIVE OF THIS SCHEDULE IS TO PROPOSE HOW THE BUSINESS AND COMMERCE FACULTIES SHOULD USE THE AVAILABLE TUITION TIME IN THE 2023 ACADEMIC YEAR TO EFFECTIVELY EXECUTE THEIR TEACHING AND LEARNING MANDATES.
- THE UNIVERSITY PROSPECTUS PROVIDES FOR THE FOLLOWING:
  - SEMESTER 1/YEAR REGISTRATION TO COMMENCE ON 10 JANUARY 2023 FOR ALL RETURNING STUDENTS AND FTENS.
  - SEMESTER 1 TUITION TO COMMENCE ON 6 FEBRUARY FOR YEAR-LONG MODULES AND FOR SEMESTER COURSES AND MODULES
  - SEMESTER 2 TUITION TO COMMENCE ON 17 JULY FOR SEMESTER COURSES AND MODULES.

THE COMMERCE AND BUSINESS FACULTIES OFFER A COMBINATION OF YEAR AND SEMESTER MODULES WHICH ARE NOT MUTUALLY EXCLUSIVE AND WILL THEREFORE COMMENCE BOTH YEAR AND FIRST SEMESTER MODULES ON 6 FEBRUARY 2023.

PLANNING WEEK 1	9 JAN- 13 JAN	• FACULTY/DEPARTMENTAL PLANNING	• DLT WORKSHOPS • FACULTY PLANNING WORKSHOPS • DEPARTMENT PLANNING WORKSHOPS • SMGS, ASSESSMENT PLANS ETC. (FORMS TO BE COMPLETED).
PLANNING WEEK 2	16 JAN 16 JAN – 20 JAN	• SPECIAL EXAMINATION • FACULTY/DEPARTMENTAL PLANNING • CHE AUDIT COMPLETION	• AFFECTED LECTURERS. • DLT WORKSHOPS, QMD, LIBRARY AND SSSD • FACULTY PLANNING WORKSHOPS • DEPARTMENT PLANNING WORKSHOPS • MODULE FORMS, ASSESSMENT PLANS ETC. (FORMS TO BE COMPLETED) • SUPPLEMENTARY EXAM MARKING • TUTORIAL PLANNING COMMENCES • POSSIBLE SITE MEETINGS: BCC, BTW, KOM AND MTH
PLANNING WEEK 3	23 JAN – 27 JAN 27 JAN	• FACULTY/DEPARTMENTAL PLANNING • CHE AUDIT COMPLETION • LEARNING AND TEACHING COMMITTEE MEETING • COMMUNITY ENGAGEMENT COMMITTEE MEETING • RESEARCH & INNOVATION COMMITTEE MEETING	• FACULTY PLANNING WORKSHOPS • DEPARTMENT PLANNING WORKSHOPS • SMGS, ASSESSMENT PLANS ETC. (FORMS TO BE COMPLETED). • REGISTRATION ENDS

		• CURRICULUM COMMITTEE MEETING • LIBRARY COMMITTEE MEETING • QUALITY ASSURANCE COMMITTEE MEETING • SHORT LEARNING PROGRAMME COMMITTEE MEETING	
PLANNING WEEK 4	30 JAN – 3 FEB 30 JAN – 1 FEB	• FACULTY/DEPARTMENTAL PLANNING • ADMISSION AND REGISTRATION	• FINALISATION OF TEACHING PLANS, STUDENT MODULE GUIDES • MOODLE SITE PREP, VIDEO RECORDING AND UPLOADING • STAFF DEVELOPMENTAL PLANS • ORIENTATION FOR FTENS
PLANNING WEEK 5	6 FEB- 10 FEB 6 FEB 9 FEB	• TEACHING AND LEARNING • FACEX MEETING • FACULTY BOARD MEETING	• LECTURES COMMENCE
WEEK 1	13 FEB – 17 FEB	• TEACHING AND LEARNING	• TUITION WEEK 1
WEEK 2	20 FEB – 24 FEB	• TEACHING AND LEARNING	• TUITION WEEK 2
WEEK 3	27 FEB – 3 MAR	• TEACHING AND LEARNING	• TUITION WEEK 3
WEEK 4	6 MAR- 10 MAR	• TEACHING AND LEARNING	• TUITION WEEK 4
WEEK 5	13 MAR -17 MAR	• TEACHING AND LEARNING – TEST WEEK	• WRITING OF 1ST TESTS
WEEK 6	20 MAR – 24 MAR	• TEACHING AND LEARNING – TEST WEEK	• WRITING OF 1ST TESTS
WEEK 7	27 MAR – 31 MAR	• • TEACHING AND LEARNING	• TUITION WEEK 7 • SENATE • FIRST TERM ENDS
	31 MAR – 10 APRIL	• FIRST TERM BREAK	•
WEEK 8	11 APRIL -14 APRIL	• SECOND TERM COMMENCE/ LECTURERS COMMENCE • TEACHING AND LEARNING	• TUITION WEEK 8
WEEK 9	17 APRIL-21 APRIL	• TEACHING AND LEARNING	• TUITION WEEK 09
WEEK 10	24 APRIL -28 APRIL	• TEACHING AND LEARNING	• TUITION WEEK 10 • WRITING OF 2ND TESTS
WEEK 11	2 MAY – 5 MAY 5 MAY	• TEACHING AND LEARNING • LEARNING AND TEACHING COMMITTEE MEETING • COMMUNITY ENGAGEMENT COMMITTEE MEETING	• TUITION WEEK 11 • WRITING OF 2ND TESTS

		• RESEARCH & INNOVATION COMMITTEE MEETING • CURRICULUM COMMITTEE MEETING • LIBRARY COMMITTEE MEETING • QUALITY ASSURANCE COMMITTEE MEETING • SHORT LEARNING PROGRAMME COMMITTEE MEETING	
WEEK 12	8 MAY -12 MAY	• GRADUATION WEEK • BCC – 12 MAY 2023	• TUITION WEEK 12 • (WRITING OF 3RD TESTS/MAKE UP TEST) • COMPLETION OF OUTSTANDING TESTS ADMINISTRATIVE DUTIES FOR STAFF
WEEK 13	15 MAY- 19 MAY	• TEACHING AND LEARNING	• TUITION WEEK 13 • FINALIZATION OF DPS AND DP APPEALS
WEEK 14	22 MAY- 26 MAY 26 MAY	• STUDY WEEK • FBS SEMINAR	• SELF-STUDY AND EXAM PREP • FACEX MEETING
WEEK 15	29 MAY- 2 JUNE	• EXAM WEEK	• EXAMINATIONS
WEEK 16	5 JUNE - 9 JUNE 4 MAY	• EXAM WEEK	• EXAMINATIONS/MARKING • FACULTY BOARD MEETING
WEEK 17	12 JUNE – 15 JUNE	• EXAM WEEK	• MARKING AND SUBMISSION OF MARKS
WEEK 18	18 JUNE – 22 JUNE 19 JUNE	• EXAMINATIONS END	
	22 JUNE	• LAST DATE FOR SUBMISSION OF EXAM MARKS • FACULTY EXAM BOARD MEETING	
	23 JUNE	• SECOND TERM ENDS	
	23 JUNE -14 JULY	• FIRST SEMESTER BREAK	
	29 JUNE	• PUBLICATION OF RESULTS	
WEEK 1	17 JULY -21 JULY 21 JULY	• 3RD TERM COMMENCES • SUPPLEMENTARY EXAMINATIONS COMMENCE • SECOND SEMESTER ONLINE REGISTRATION COMMENCES. • LEARNING AND TEACHING COMMITTEE MEETING • COMMUNITY ENGAGEMENT COMMITTEE MEETING • RESEARCH & INNOVATION COMMITTEE MEETING • CURRICULUM COMMITTEE MEETING • LIBRARY COMMITTEE MEETING • QUALITY ASSURANCE COMMITTEE MEETING	• TUITION WEEK 1 • SUPP EXAMINATIONS

		• SHORT LEARNING PROGRAMME COMMITTEE MEETING	
WEEK 2	24 JULY -28 JULY 25 JULY 27 JULY	• FACEX MEETING • PUBLICATION OF SUPPLEMENTARY EXAM RESULTS • TEACHING AND LEARNING	• TUITION WEEK 2 • TUITION WEEK 2
WEEK 3	31 JULY-4 AUGUST 2 AUGUST	• TEACHING AND LEARNING	• TUITION WEEK 3 • FACULTY BOARD MEETING
WEEK 4	7 AUG-11 AUG	• TEACHING AND LEARNING	• TUITION WEEK 4
WEEK 5	14 AUG-18 AUG	• TEACHING AND LEARNING	• TUITION WEEK 5
WEEK 6	21 AUG-25 AUG	• TEACHING AND LEARNING	• TUITION WEEK 6 • WRITING OF 1ST TESTS
WEEK 7	28 AUG-1 SEPTEMBER	• TEACHING AND LEARNING	• TUITION WEEK 7 • WRITING OF 1ST TESTS
WEEK 8	4 SEPT-08 SEP	• TEACHING AND LEARNING	• TUITION WEEK 8 • COMPLETION OF OUTSTANDING TESTS ADMINISTRATIVE DUTIES FOR STAFF
WEEK 9	11 SEPT – 15 SEPT	• TEACHING AND LEARNING	• TUITION WEEK 9
WEEK 10	18 SEPT – 22 SEPT	• TEACHING AND LEARNING	• TUITION WEEK 10
	20 SEPT	• FINAL DATE: SUBMISSION OF YEAR END EXAM QUESTION PAPERS.	•
WEEK 11	25 SEPT – 29 SEPT	• STUDY WEEK	• TUITION WEEK 11
	26 SEPT	• TEACHING AND LEARNING	•
	27 SEPT	• TEACHING AND LEARNING	
	28 SEPT - 29 SEPT	• CENTRAL GRADUATION CEREMONY: ALL CAMPUSES	
	29 SEPT	• THIRD TERM ENDS	•
	30 SEP -9 OCT	• TERM BREAK	•
WEEK 12	10 OCT - 13 OCT 11 OCT 13 OCT	• FOURTH TERM COMMENCES/ • FACEX MEETING • PUBLICATION OF DPS	• TUITION WEEK 12 • (WRITING OF 3RD TESTS/MAKE UP TESTS) • COMPLETION OF OUTSTANDING TESTS ADMINISTRATIVE DUTIES FOR STAFF
WEEK 13	16 OCT – 20 OCT 18 OCT	• STUDY WEEK • FACULTY BOARD MEETING	• STUDY WEEK
WEEK 14	23 OCT- 27 OCT	• EXAMINATIONS COMMENCE	• EXAMINATIONS
WEEK 15	30 OCT - 3 NOV	• EXAMINATIONS	• EXAMINATIONS

WEEK 16	6 NOV-10 NOV	• EXAMINATION ENDS	• EXAMINATIONS
WEEK 17	13 NOV – 17 NOV	• LAST DATE FOR EXAMINATION MARKS	• MARKING OF EXAMS
WEEK 18	20 NOV – 24 NOV	• FACULTY EXAMINATION BOARD MEETING	
WEEK 19	27 NOV – 1 DEC 27 NOV	• • PUBLICATION OF MARKS AND ACADEMIC EXCLUSIONS	
WEEK 20	04 DEC – 8 DEC	• SUPPLEMENTARY EXAMS	• EXAMINATIONS
WEEK 21	11 DEC – 15 DEC	• FINAL DATES FOR SUBMISSION OF MARKS	• MARKING AND SUBMISSION OF MARKS
WEEK 22	18 DEC – 20 DEC 20 DEC	• PUBLICATION OF SUPPLEMENTARY RESULTS • TERM FOUR ENDS	PUBLICATION OF SEMESTER RESULTS

13. SENATE NOTES – INSTITUTIONAL RULES

G7 READMISSION OF STUDENTS TO UNDERGRADUATE PROGRAMMES

The following rules and procedures shall apply to all undergraduate students to determine their eligibility for readmission to academic programmes according to Section 37(4) of the Higher Education Act, Act 101 of 1997 as amended:

G7.1 A first year student who does not obtain sufficient credits to proceed to the second year of study will not be readmitted to the university on academic grounds.

G7.1.1 FACULTY RULES GOVERNING STUDENT PROGRESSION AND EXCLUSION

In support of the Senate rule, the Faculty has accepted the following accumulation of credits by students.
(NOTE: While these credit accumulation standards apply across the Faculty, certain Departments may, at their discretion, apply additional requirements. Where applicable, these are stipulated under the various qualifications).

Students who fail to maintain the following minimum rate of progress will not be readmitted to the University on academic grounds:

A One-year programme (120 credits)	**(120 divided by 2 years)**
After 1 semester	30 credits
After 2 semesters	An accumulated total of 60 credits
After 3 semesters	An accumulated total of 90 credits
After 4 semesters	An accumulated total of 120 credits

A Two-year programme (240 credits)	**(240 divided by 3 years)**
After 1 semester	40 credits
After 2 semesters	An accumulated total of 80 credits
After 3 semesters	An accumulated total of 120 credits
After 4 semesters	An accumulated total of 160 credits
After 5 semesters	An accumulated total of 200 credits
After 6 semesters	An accumulated total of 240 credits

A Three-year programme (360 credits)	**(360 divided by 5 years)**
After 1 semester	36 credits
After 2 semesters	An accumulated total of 72 credits
After 4 semesters	An accumulated total of 144 credits
After 6 semesters	An accumulated total of 216 credits
After 8 semesters	An accumulated total of 288 credits
After 10 semesters	An accumulated total of 360 credits

A Four-year programme (480 credits)	**(480 divided by 6 years)**
After 1 semester	40 credits
After 2 semesters	An accumulated total of 80 credits
After 4 semesters	An accumulated total of 160 credits
After 6 semesters	An accumulated total of 240 credits
After 8 semesters	An accumulated total of 320 credits
After 10 semesters	An accumulated total of 400 credits
After 12 semesters	An accumulated total of 480 credits

(NOTE: In determining the rate of progress, only semesters for which the student was registered will be taken into account)

G7.2 A student who fails a course twice will not be readmitted to that course provided that the Head of Department (HOD) may, if the course is a prerequisite or a final course needed for the degree/diploma purposes, require the student to satisfy other specific academic requirements before allowing the student to register for the third time.

G7.3 A full-time student, who fails to complete the degree, diploma or certificate within the prescribed number of years, will be allowed an extra year for a certificate and an extra two years for a diploma and degree. Should the student fail to complete by the end of the expected period, then the student may be refused readmission on academic grounds.

G7.4 Students not readmitted in terms of these rules will not be allowed to register for degree, diploma and certificate programmes of the university for at least one year.

G7.5 Refusal of readmission of students from other universities on academic grounds shall be upheld and readmission will only be considered after the year period as in G7.4 for another programme.

G8 Application of the Rules

G8.1 Readmission rules will apply to undergraduate students in all Faculties.
G8.2 Students at risk will be those below the Faculty's minimum progression requirements.
G8.3 Exclusion will hold for a minimum of one year, unless otherwise stipulated.
G8.4 A student may apply for readmission in the same Faculty or another Faculty.
G8.5 Each Faculty will develop a process to review the academic performance of students at a module and/or programme level.
G8.6 This process of reviewing academic performance from each Faculty will be developed by each Faculty and approved by Senate.

G9 Determination of Minimum Requirements for Readmission

G9.1 Minimum requirements for readmission will be determined by Faculties, submitted to Senate for approval and published in the Faculty prospectus.
G9.2 Faculties will decide to determine generic faculty readmission requirements for all programmes or for each programme in the Faculty.

G10 Process to determine if Readmission Requirements have been met and to refuse readmission. The following process must be followed when reaching a decision that a student has not met the readmission requirements:
G10.1 The academic performance of all registered students in a programme will be reviewed against the readmission requirements by the Faculty Board Executive at the end of each semester's examinations and year-end examinations.
G10.2 The Heads of Departments will identify the students who do not meet the readmission requirements and submit their names to the Faculty Board Executive at the end of each semester and year-end examinations for approval.
G10.3 The Dean will inform the students who fail to meet the readmission requirements in writing.

G11 Appeal Procedures

G11.1 All students have a right to appeal.
G11.2 Each Faculty will have a Faculty Readmission Appeals Committee (FRAC).
G11.3 A student will submit his/her appeal in writing with full motivation and supporting documentation to the Dean's Office.
G11.4 The Faculty Readmission Appeals Committee shall convene to look inter-alia at the following factors:
- G11.4.1 The student's academic record.
- G11.4.2 The appropriateness of the reasons for the refusal to readmit the student.
- G11.4.3 Whether or not there are any special circumstances related to the student's unsatisfactory academic performance to be taken into account.

G11.5 The FRAC decision will be final.
G11.6 All documents will be filed in the student's file.

General rules

(Faculties may add their own rules here as long as they are/were approved at SENATE level)

Class Attendance

- Students are expected to attend all lectures, seminars, tutorials, practical classes and excursions as determined by the relevant programme regulations. A minimum of 80% class attendance (theory and practical) is compulsory for all students. This rule becomes effective from the date the student is registered. Upon late registration, a student may be allowed to attend classes provided he/she has missed less than 20% of the total tuition of that particular course. An attendance register must be signed by the student during the first part of the lecture. This register will be distributed either by the lecturer(s) or tutor(s) or demonstrator(s).

- If absence from class is unavoidable, the Lecturer and Head of Department should be notified: This includes instances where a student is absent for more than three consecutive days due to illness or when he/she fails to write a test or examination due to sickness at the time a test or examination was written.

- Students should take note of institutional rules stipulated in **Section 13 of the University General Prospectus** on attendance of lectures and general conduct in relation to teaching and learning.

Assessments and Examinations

- Assessment and examination of all undergraduate programmes shall take place on a continual basis throughout the course of each module culminating in a written or oral examination at the end of each semester. A student **must be officially registered and attain a minimum semester mark of 40% in a course** to be allowed to write examinations in it.
- A student with a semester mark (DP) of not less than 60% may apply to **retain** it for one academic year only **(G32).**
- Weighting shall be in the ratio of 60% continuous assessment to 40% written or oral examination. The overall aggregate pass mark shall be 50%.
- Papers of exit-level courses are sent to external examiners for moderation.
- A student who obtains an overall mark of 40% - 48% and obtains a minimum mark of 40% for both continuous assessment and final examination qualifies for a **supplementary examination**.
- A student who obtains **75% of the marks at first attempt** in a course/module shall be awarded a pass with a distinction in that course/module.

- A student who obtains a weighted mark of 49% in a module and obtains a minimum mark of 40% in the continuous assessment qualifies for an **automatic condonation**.
- A student qualifies to write an **automatic supplementary (special) examination** for a course in a particular semester if the course is the last outstanding course for the student to complete his/her studies and the student has written the final examination in the course.
- A student who misses an examination due to illness or family circumstances can apply for an **aegrotat examination** to the Registrar's office provided satisfactory evidence of such circumstances is produced as per university rules.
- For a student **to graduate,** he/she must have passed a minimum of 360 credits for the programme of study throughout his/her period of study, passed all the major course withing the programme and maintained a minimum of 120 credits for each year of study.
- In the case of a student who fails to meet the minimum of 120 credits per year, the student will be required to make up for the shortfall.
- The extra credits taken beyond the minimum of 120 credits for each programme year do not necessarily contribute to the overall total of 360.
- Students should take note of the institutional rules **G24-G31** stipulated in the University General Prospectus on admission of students to examinations, supplementary examinations, aegrotat examinations, special examinations, access to examination scripts i.e. viewing of scripts, remarking of scripts and awarding of qualifications as well as **G36** on violation of examination rules and regulations.

Retaining of DP

A student with a semester mark (DP) of not less than 60% may apply to retain it for one academic year only. The request must be accompanied by a compelling justification for such a request, which will be considered by the respective HOD and, if approved, submitted to the Dean for final approval.

14. ALTERNATE ADMISSION CRITERIA

Admission of Students with a Senior Certificate, National Certificate (or Vocational level 4), International Students and Mature Age Students

In terms of the Government Gazette of 07 December 26 November 2018, WSU accepts applications from prospective students who have a National Certificate (Vocational-Level 4) and who wish to register for Higher Certificate, Diploma or Degree programmes.

The minimum entry requirements do not necessarily guarantee admission to any qualifications offered by the university. Admission depends on the availability of space and the student's overall performance.

APS point system for the Senior Certificate

The calculation of an Admission Point Score (APS) is based on a candidate's achievement in all recognised subjects by using the seven-point rating scale.

Percentage HG	APS	Percentage SG	APS	Symbol	Status of achievement
90 - 100%	8	90 - 100%	7	A+	Outstanding achievement
80 - 90%	8	80 - 90%	7	A	Outstanding achievement
70 - 79%	7	70 - 79%	6	B	Meritorious achievement
60 - 69%	6	60 - 69%	5	C	Substantial achievement
50 - 59%	5	50 - 59%	4	D	Moderate achievement
40 - 49%	4	40 - 49%	3	E	Adequate achievement
30 - 39%	3	30 - 39%	2	F	Elementary achievement
0 - 29%	2	0 - 29%	2	G	Not achieved - Fail

Admission Requirements

#	Qualifications	SAQA ID	Senior Certificate	NC(V)
1	HC: Versatile broadcasting	97037	Grade 12 pass with achievement in the subjects as follows. • English 40-49%(E) • One additional language with (40-49%(E) for HG/ 50-59%(D) for SG Pre-selection interview required	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50% pass in three (3) fundamental subjects including LOTL, 70% or more for Mathematics Literacy, 60% pass in three (3) compulsory vocational subjects. Pre-selection interview required
1.	Diploma in Human Resources Management (ECP)	97043	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50% pass in three (3) fundamental subjects including LOTL, 60% or more for Mathematics Literacy, 60% pass in three (3) compulsory vocational subjects.
2.	Diploma in Internal Auditing (ECP)	101212	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG • Placement test Admission Point Score (APS) 21	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 40% and above pass in three (3) fundamental subjects / 50% or more for Mathematics Literacy, 40% and above pass in three (3) compulsory vocational subjects. Admission Point Score (APS) 21
3.	Diploma in Local Government Finance (ECP)	97045	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.

#	Qualifications	SAQA ID	Senior Certificate	NC(V)
4.	Diploma in Office Management and Technology (ECP)	97049	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
5.	Diploma in Management (ECP)	97046	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
6.	Diploma in Public Relations (ECP)	101179	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Any two subjects with 40-49%(E) for HG/ 50-59% (D) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
1.	Diploma in Accountancy	114798	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 40% and above pass in three (3) fundamental subjects / 50% or more for Mathematics Literacy, 40% and above pass in three (3) compulsory vocational subjects.
2.	Diploma in Administrative Management	114801	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting 40-49%(E) for HG/ 50-59% (E) for SG.	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.

#	Qualifications	SAQA ID	Senior Certificate	NC(V)
			• Business Economic 40-49%(E) for HG/ 50-59% (E) for SG.	
3.	Diploma in Internal Auditing	101212	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 40% and above pass in three (3) fundamental subjects / 50% or more for Mathematics Literacy, 40% and above pass in three (3) compulsory vocational subjects.
4.	Diploma in Financial Information systems	101210	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 40% and above pass in three (3) fundamental subjects / 50% or more for Mathematics Literacy, 40% and above pass in three (3) compulsory vocational subjects.
5.	Diploma in Marketing Management	97048	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics or Business Studies with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
6.	Diploma in Journalism	97044	Grade 12 pass with achievement in the subjects as follows. • English 50-59% (D) • Two additional subjects with 50-59% (D) for HG/ 60-69% (C) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL, 70% or more for Mathematics Literacy and 60% in three relevant compulsory vocational subjects.

#	Qualifications	SAQA ID	Senior Certificate	NC(V)
7.	Diploma in Public Relations	101179	Grade 12 pass with achievement in the subjects as follows. • English 50-59% (D) • Two additional subjects with 50-59% (D) for HG/ 60-69% (C) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL, 70% or more for Mathematics Literacy and 60% in three relevant compulsory vocational subjects.
8.	Diploma in Public Management	97051	Grade 12 pass with achievement in the subjects as follows. • English 40-49%	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
9.	Diploma in Policing	97050	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E)	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
10.	Diploma in Local Government Finance	97045	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.

#	Qualifications	SAQA ID	Senior Certificate	NC(V)
11.	Diploma in Management	97046	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
12.	Diploma in Small Business Management	117828	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
13.	Diploma in Office Management and Technology	97049	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50 % in three fundamental subjects, including LOTL and 60% in three relevant compulsory vocational subjects.
14.	Diploma in Human Resources Management	97043	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E) • Accounting or Mathematics with 30-39%(F) for HG/ 40-49% (E) for SG	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50% pass in three (3) fundamental subjects including LOTL, 60% or more for Mathematics Literacy, 60% pass in three (3) compulsory vocational subjects.
15.	Diploma in Tourism Management	97053	Grade 12 pass with achievement in the subjects as follows.	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and

#	Qualifications	SAQA ID	Senior Certificate	NC(V)
			• English 40-49% (E)	Training with 50% pass in three (3) fundamental subjects including LOTL, 60% or more for Mathematics Literacy, 60% pass in three (3) compulsory vocational subjects.
16.	Diploma in Hospitality Management	97042	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E)	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50% pass in three (3) fundamental subjects including LOTL, 60% or more for Mathematics Literacy, 60% pass in three (3) compulsory vocational subjects.
17.	Diploma in Sport Management	97052	Grade 12 pass with achievement in the subjects as follows. • English 40-49% (E)	A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with 50% pass in three (3) fundamental subjects including LOTL, 60% or more for Mathematics Literacy, 60% pass in three (3) compulsory vocational subjects.

International students

- Applications from students with international school leaving results are considered in terms of:
  - Higher Education South Africa (HESA) guideline document, " A guide to application for exemption certificates" and where required a submission of international qualification to SAQA for benchmarking in terms of HEQC.

Mature age of students

Admission in terms of Mature Age students, Endorsement will be in terms of Rule G1.13 in the general prospectus.

15. GENERAL READMISSION RULES

- No students are to be re-admitted to any programme in the faculty if they have not been registered in that programme for five years before the current year of registration
- No students are to be re-admitted to any Degree programme if they have not been registered in the last 2 years preceding the year of registration.
- Students who were previously registered within the last 3 to 5 years of the current year of registration will have to write an examination on the pre-requisite subject. This examination will be written at the same time as the Special Examinations.
- The Head of Department may, if the student has been working in commerce and/or accounting related employment, allow the student to write the entrance examination. This applies to students who were registered more than 5 years before the current year.