



ECONOMIC AND  
MANAGEMENT SCIENCES  
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BESTUURSWETENSKAPPE

UFS·UV

**UNIVERSITY OF THE FREE STATE**

**FACULTY OF ECONOMIC AND  
MANAGEMENT SCIENCES**

**QWAQWA CAMPUS**

**UNDERGRADUATE**

**RULE BOOK 2014**

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## General orientation

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This section of the Rule Book of the University of the Free State sets out the rules in respect of the undergraduate degrees and study programmes in the Faculty of Economic and Management Sciences.

### Faculty and General Rules

For all the various degrees and major fields of study, a number of rules apply. Two sets of rules are relevant:

**General Rules** of the University, which are applicable to all Faculties, and consequently also apply to degrees and programmes in this Faculty. Unless specifically stated otherwise, the General Rules which apply to Bachelor's degrees, apply to all the degrees listed here.

The General Rules are set out in Part 1 of the Rule Book of the University, and contain basic information such as the following:

- Admission to the University, to degree and to study for non-degree purposes (separate modules).
- Student registration; module modifications; simultaneous registration; module compilation; duration of study; preconditions; acknowledgement of modules passed at other institutions; etc.
- Semester- and year marks; requirements for passing; degrees with distinction; re-admission and exclusion of a student; re-assessments; special examinations; arrangements for examination venues; incorrect reading of examination timetable; marks and final results; etc.
- The National Benchmark Tests (NBT), Rules A2.7 – A2.9 as from 2011, are compulsory for all prospective first-year students at the University of the Free State (UFS) who have applied for UFS studies. Students applying for admission to the Faculty of Economic and Management Sciences must also write the Mathematics test. All students will be registered (during formal registration) for the applicable language (ALF108) or mathematics development module(s) (MTE108), unless they provide proof of a proficient score in the NBT's, which is based on the minimum performance level determined by the institution and articulated in the admission requirements.

**Faculty Rules**, which specifically apply to the degrees in this Faculty, and which are described in this publication. *It is the responsibility of students to be conversant with the General Rules as well as the Faculty Rules.*

## First Bachelor's degrees

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### Information

The first Bachelor's degrees in this Faculty are intended to maximally develop a student's capabilities and potential. Scientifically based teaching is applied to equip each student for various career options in the broader field of Economics and Management and Sciences. This includes careers in the private sector certain professions as well as in secondary and tertiary institutions of learning.

The UFS101 module is an institutional module offered under the aegis of the Centre for Teaching and Learning. For students registering from 2012 and onwards the module UFS101 is a compulsory credit-bearing module for a first degree or diploma degree (Rule A3) Students registered for the module in their first year of registration except for students in the extended programmes who register for the module in their first year of registration in the main stream degree

### Rules

#### Faculty requirements

##### **General admission requirements**

Over and above the General Rules regarding admission to this University (General Rules A1) and admission to degree study (General Rules A2), the following specific prerequisites for admission to study in this Faculty must be met.

#### 1. BCom General Management - Extended Programme Study code 63381

To be accepted for the **BCom extended programme** students have to meet the following admission requirements:

- A National Senior Certificate (NSC)
- 4 Subjects with achievement level of **4 (50% - 59%)** from the "**designated list**"
- Admission point (AP) between **25 and 29**
- Language of instruction: **(English)**. Minimum achievement level of **4 (50%)**
- A Minimum achievement level of **3 (40%) in Mathematics**

Apply the formula below to your Grade 12 results to calculate your admission point (AP) to see whether you meet this requirement.

For **Life Orientation**, you need an achievement level of **5 (60%)** or higher to score only 1 point when calculating your admission Point (AP)

#### 2 BCom General Management Study code 63011

To be accepted for the **BCom (General Management)** students have to meet the following admission requirements:

- A National Senior Certificate (NSC).
- 4 Subjects with achievement level of 4 (50% - 59%) from the "designated list".

- University Free State admission point of 30 or higher.
- Language of instruction: (English) Minimum achievement level of 4 (50%).
- A minimum achievement level of 4 (50%) in Mathematics (no mathematics literacy).

Apply the formula below to your Grade 12 results to calculate your Admission Point (AP).

For **Life Orientation**, you need an achievement level of **5 (60%)** or higher to score only 1 point when calculating your Admission Point (AP).

### Calculation of Admission Point (AP)

NSC		7 (80-89%)	6 (70-79%)	5 (60-69%)	4 (50-59%)	3 (40-49%)	2 (30-39%)	1 (-29%)
UFS	8 (90-100%)	7 (80-89%)	6 (70-79%)	5 (60-69%)	4 (50-59%)	3 (40-49%)	2 (30-39%)	-
AP	8	7	6	5	4	3	2	-

### “Designated list” of school subjects

Accounting	Life Sciences (Biology/Physiology)
Agricultural Sciences	Mathematics or Mathematical Literacy
Business Studies	Music
Consumer Studies	Physical Sciences/Natural Science
Dramatic Arts	Religion Studies
Economics	Visual Arts
Engineering Graphics and Design	3 Languages (one of these must be the language of teaching and learning at a higher education institution and two other recognised language subjects)
Geography	
History	
Information Technology	

### Rules regarding admission to modules in a following study year

In order to proceed to a following study year in a programme, students should comply with the following requirements according to General Rule A3.10.

The progression requirements are the following:

- In the first academic year of all undergraduate programmes, students are required to pass 35% of the modules so as to be allowed to start with the second year's study.
- In the second academic year of all undergraduate programmes, students are required to pass at least 45% of the modules so as to be able to start with the next year's study.
- In all other academic years of undergraduate programmes, students are required to pass at least 60% of the modules so as to be able to progress to the next year's study.
- Where a student does not qualify to start with the next year's study, the student must register for the outstanding modules and repeat the relevant academic year, and she/he may, with the dean's permission, add a maximum number of modules to the next year's study, which, all told, may not amount to more than a total of 32 credits above the normal curriculum requirements for the programme in a specific academic year.
- A student who repeats a year's study must either match or exceed the requirement in respect of the percentage of modules stipulated in the General Rules, paragraphs A3.10(a) and A3.10(b) and A3.10(c) before she/he shall be allowed to continue with the next study year of the programme in the following calendar year.

- (f) A part-time undergraduate student is expected to attain half of the achievements that are required in paragraphs A3.10(a) to A3.10(e).

**Code module changes: equivalent modules**

**Transition rules: all programmes**

- New first-year students, who register for the first time in 2014, should register according to the curricula in this 2014 Rule Book.
- Students who registered according to the 2012 and 2013 Rule Book as first years must proceed on second- and third-year level according to the curricula in this Rule Book.
- Current students, who registered for the first time in 2011 or before in an earlier year, without a break in registration, should follow the curricula in the Rule Book of the year that they registered for the first time for that specific degree and use the new module codes where applicable.
- If students want to be credited for modules already obtained, the following will be applicable to current students who, in 2014, changed to another degree in this faculty:
  - If students change from one degree to another they must follow the curricula of the degree as appears in the Rule Book of the year that they registered for that specific degree for the first time.
  - Students must register for the new module codes where applicable.

**The maximum period within which students may qualify to repeat a module or for a degree is defined by General Rules A5.**

## Credit values and module names

### Department of Economics

New code	Credits	Name of module
EECF61406	16	Economic Systems and Basic Microeconomics
EECF62406	16	Introduction to Macroeconomics
EECS71407	16	Microeconomics
EECS72407	16	Macroeconomics
EECT71507	20	International Economics
EECT72507	20	South African Economics Policy Issues

### Department of Business Management

New code	Credits	Name of module
EBUS51405	16	Business Functions
EBUS62406	16	General Management
EBUS61406	16	Core Business Activities
EBUS77407	16	Small Business Management
EBUS75507	20	Strategic Management
EBUS74407	16	Entrepreneurship

### Department of Industrial Psychology

New code	Credits	Name of module
EHRM51405	16	Introduction to Human Resources Management
EIOP52405	16	Introduction to Individual Differences
ECAP61406	16	Career Psychology
ELRM62406	16	Labour Relations Management
EORG71507	20	Organisational Psychology
EPFM72407	16	Performance Management

### Centre for Accounting

New code	Credits	Name of module
EACC61406	16	Accounting
EACC62406	16	Accounting
EACC60806	32	Accounting
EMAC62406	16	Managerial Accounting
EACC70807	32	Accounting

### Department of Public Administration and Management

New code	Credits	Name of module
EPAM61406	16	Micro and Macro Organisational Analyses
EPAH62406	16	Public Human Resource Management
EPAM71407	16	Public Financial Management
EPAM72507	20	Public Policy Administration and Management

### Additional Core Modules

New code	Credits	Name of module
EBCS51405	16	Business Calculations



EBCS52405	16	Business Calculations
EFEF62406	16	Personal Finance
UFS101	16	UFS101

### Modules for the Extended Programme

New code	Equivalent mainstream code	Credits	Name of module
EFHR51505	EHRM51405	20	Introduction to Human Resource Management
EFIP52505	EIOP52405	20	Introduction to Individual differences
EFBM51505	EBUS51405	20	Business Functions
EFBM62506	EBUS62406	20	General Management
EFBM61506	EBUS61406	20	Fundamental Business Activities
EFEC61406	EECF61406	16	Economic Systems and Basic Microeconomics
EFEC62406	EECF62406	16	Introduction to Macroeconomics
EFBC51405	EBCS51405	16	Business Calculations
EFBC52405	EBCS52405	16	Business Calculations
MTE108			Mathematical Literacy

### Modules that changed in 2012, 2013 and are changing in 2014

#### Department of Economics

Old code	New code	Credits	Name of module
EKN114	EECF61406	16	Economic systems and basic Microeconomics
EKN124	EECF62406	16	Introduction to Macroeconomics
EKN214	EECS71407	16	Microeconomics
EKN224	EECS72407	16	Macroeconomics
EKN314	EECT71507	20	International Economics
EKN324	EECT72507	20	South African Economics Policy Issues

#### Department of Business Management

Old code	New code	Credits	Name of module
No old code	EBUS51405	16	Business Functions
OBS134	EBUS62406	16	General Management
No old code	EBUS61406	16	Core Business Activities
No old code	EBUS77407	16	Small Business Management
OBS 314	EBUS75507	20	Strategic Management
OBS 364	EBUS76407	16	Financial Management (to be phased out at the end of 2015)

#### Department of Industrial Psychology

Old code	New code	Credits	Name of module
HUM114	EHRM51405	16	Introduction to Human Resources Management
ORG 124	EIOP52405	16	Introduction to Individual Differences
HUM114	EFHR51505	20	Introduction to Human Resources Management (extended programme)
ORG124	EFIP52505	20	Introduction to Individual Differences (extended programme )
OCP224	ECAP61406	16	Career Psychology

ELR214	ELRM62406	16	Labour Relations Management
None	EORG71507	20	Organisational Psychology
None	EPFM72407	16	Performance Management

### Centre for Accounting

Old code	New code	CREDITS	Name of module
REK114	EACC61406	16	Accounting
REK124	EACC62406	16	Accounting
REK208	EACC60806	32	Accounting
REK204	EACC60806	32	Accounting
REK308	EACC70807	32	Accounting
MAC224	EMAC62406	16	Management Accounting

### Department of Public Administration and Management

Old code	New code	Name of module
OBB324	EPAH62406	Public Human Resource Management
OBB314	EPAM61406	Micro and Macro Organisational Analyses
OBB214	EPAM71407	Public Financial Management
OBB224	EPAM72507	Public Policy Administration and Management

### Additional Core Modules

Old code	New code	Credits	Name of module
No old code	EBCS51405	16	Business Calculations
No old code	EBCS52405	16	Business Calculations
No old code	EFEF62406	16	Personal Finance
No old code	UFS101	16	UFS101

### Modules for the Extended Programme and Equivalent Mainstream Codes

New code	Equivalent mainstream code	Name of module
EFHR51505	EHRM51405	Introduction to Human Resource Management
EFIP52505	EIOP52405	Introduction to Individual Differences
EFBM51505	EBUS51405	Business Functions
EFBM62506	EBUS62406	General Management
EFEC61406	EECF61406	Economic Systems and Basic Microeconomics
EFEC62406	EECF62406	Introduction to Macroeconomics
MTE108		Mathematical Literacy

### Sequence of courses module prerequisites

Unless specific prerequisites are set for a course, as is the case for the subjects listed below, all courses in this Faculty are independent semester or year courses which can be taken in any sequence and without preconditions. Prerequisites for subjects which are not offered by the Faculty of Economic and Management Sciences appear in the General Rule Book of the UFS and/or in the relevant Rule Books of other faculties.

**Department of Economics**

Module	Module prerequisite
EECF61406	Grade 12 Maths Level 4
EECF62406	Grade 12 Maths Level 4
EECS71407	EECF61406
EECS72407	EECF62406
EECT72507	EECS72407
EECM71407	EBCS51405, EBCS52405, EECF61406 & EECF62406
EECM72407	EBCS51405, EBCS52405, EECF61406 & EECF62406
EFES71407	EECF62406
EFES72407	EECF62406
EFET71407	EECF62406
EFET72407	EECF62406

**Department of Business Management**

Module	Module prerequisite
EBUS75507	EBUS62406

**Centre for Accounting**

Module	Module prerequisite
EACC60806	EACC61406 and EACC62406 (REK114 and REK124)

**Modules in the four year programmes**

Module	Module prerequisite
EFEC61406	Grade 12 Maths Level 3
EFEC62406	Grade 12 Maths Level 3
EFBC51405	Grade 12 Maths Level 3 (extended), Level 4 (mainstream)
EFBC52405	Grade 12 Maths Level 3 (extended), Level 4 (mainstream)
EFPC51405	Grade 12 Maths Level 3 (extended), Level 4 (mainstream)

**Rules regarding admission to modules in a following study year**

In order to proceed to a following study year in a programme, students should comply with the following requirements:

The maximum credits for which students may register for per study year is the prescribed credits for that particular year plus a maximum of 32 credits where modules have to be repeated.

**Code module changes: Equivalent modules****Transition rules: All programmes**

- New first year students, who register for the first time in 2014, should register according to the curricula in this Rule Book.
- Students who registered according to the 2012 and 2013 Rule Book as first years must

proceed on second and third-year level according to the curricula in this Rule Book.

- Current students, who registered for the first time in 2011 or before in an earlier year, without a break in registration, should follow the curricula in the Rule Book of the year that they registered for the first time for that specific degree and use the new module codes where applicable.
- If students want to be credited for modules already obtained, the following will be applicable to current students who, in 2014, changed to another degree in this faculty:
  - If students change from one degree to another they must follow the curricula of the degree as appears in the Rule Book of the year that they registered for that specific degree for the first time.
  - Students must register for the new module codes where applicable.

**For the maximum period within which students may qualify to repeat a module or for a degree is defined by General Rule A5.**

## Undergraduate studies in private sector management

### Bachelor of Commerce in General Management BCom (General Management) Study code 63011

Compulsory modules	First study year		Second study year		Third study year	
	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2
Business Functions	EBUS51405					
General Management				EBUS62406		
Fundamental business activities			EBUS61406			
Small business Management					EBUS77407	
Strategic Management					EBUS75507	
Entrepreneurship						EBUS74407
Economic systems and microeconomics	EECF61406					
Introduction to microeconomics		EECF62406				
Microeconomics			ECCS71407			
Macroeconomics				ECCS72407		
Accounting	EACC61406	EACC62406				
Accounting			EACC60806	EACC60806		
Management accounting				EMAC62406		
Introduction to Human Resource	EHRM51405					
Introduction to individual differences		EIOP52405				
UFS101	UFS101	UFS101				
Business calculations	EBCS51405	EBCS52405				
Personal finance		EFEF62406				
<b>CHOICE MODULES</b>			Choose one subject field (2 modules) from:		Choose two subject fields (4 modules) from:	
Micro & Macro Organisational Analysis			EPAM61406			
Public Human Resource Management				EPAH62406		
Public financial Management					EPAM71407	
Public Policy Admin & Management						EPAM72507
Accounting					EACC70807	EACC70807
<b>OR</b>			<b>OR</b>		<b>OR</b>	
Career psychology			ECAP61406			
International Economics					EECT71507	
South African Economic Policy issues						EECT72507
Labour relations Management				ELRM62406		
Performance Management						EPFM72407
Organisational psychology					EORG71507	

**Bachelor of Commerce in General Management *Extended Programme***  
**BCom (General Management)**  
***Extended Programme***  
**Study code 63381**

	First study year		Second study year		Third study year		Fourth study year 2014	
	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2
<b>Compulsory modules</b>								
Business Functions			EFBM51505					
General Management				EFBM62506				
Fundamental Business Activities					EBUS61406			
Small business Management							EBUS77407	
Strategic Management							EBUS75507	
Entrepreneurship								EBUS74407
Economic Systems and Basic Microeconomics			EFEC61406					
Introduction to Macroeconomics				EFEC62406				
Microeconomics					EECS71407			
Macroeconomics						EECS72407		
Accounting			EACC61406	EACC62406				
Accounting					EACC60806	EACC60806		
Introduction to Human Resource Management	EFHR51505							
Introduction to Individual Differences		EFIP52505						
Managerial Accounting						EMAC62406		
<b>Fundamental modules</b>								
Skills for Lifelong Learning	VBL108	VBL108						
Academic Literacy	ALF108	ALF108						
Business Calculations			EFBC51405	EFBC52405				
UFS101					UFS101	UFS101		
Mathematical Literacy	MTE108	MTE108						
Personal Finance								EFEF62406
<b>Choice modules</b>					Choose one subject field (2 modules) from:		Choose two subject fields (4 modules) from:	
Public financial Management							EPAM71407	
Public Policy Administration and Management								EPAM72507
Accounting							EACC70807	EACC70807
Micro and Macro-organics analysis					EPAM61406			
Public human resource management						EPAH62406		
<b>OR</b>					OR	OR	OR	OR
Career Psychology					ECAP61406			
International Economics							EECT71507	
S African Economics Policy issues								EECT72507
Labour Relations Management						ELRM62406		
Performance Management								EPFM72407
Organisational Psychology							EORG71507	