



UNIVERSITY OF THE FREE STATE
FACULTY OF ECONOMIC AND MANAGEMENT
SCIENCES

QWAQWA CAMPUS

UNDERGRADUATE
RULE BOOK 2016



Dean:
Prof H J Kroukamp
Tel: 051 4013454
Email: kroukhj@ufs.ac.za

Assistant Dean:
J J Nel
Tel: 058 718 5054
Email: NelJJ@ufs.ac.za

TABLE OF CONTENTS

General Orientation	2
Admission Requirements	5
PRIVATE SECTOR MANAGEMENT	
Bachelor of Commerce <i>with specialisation in General Management</i>	12
Bachelor of Commerce extended curriculum programme <i>with specialisation in General Management</i>	13
PUBLIC SECTOR MANAGEMENT	
Bachelor of Administration	15
Bachelor of Administration extended curriculum programme	17

General Orientation

This section of the Rule Book of the University of the Free State (UFS) sets out the rules in respect of the undergraduate degree programmes in the Faculty of Economic and Management Sciences.

Faculty and General Rules

For all the various degree programmes 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 programmes in this faculty. Unless specifically stated otherwise, the **General Rules** which apply to Bachelor's Degree programmes apply to all the programmes listed here.

The General Rules contain basic information such as the following:

- 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; programme 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 Test (NBT), Rules A2 (1-13) from 2011, (Rules A3.9 (b) and (c) 2016) are compulsory for all prospective first-year students at the 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 (EALE1508) and Mathematics Development module(s) (MTDE1508) for the BAdmin extended curriculum programme and MATD1554 and MATD1584 for the BCom extended curriculum programme), unless they provide proof of a proficient score in the NBTs, 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 programme 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.*

Bachelor's Degree Programmes

Information

The Bachelor's Degree programmes 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 and public sectors, certain professions as well as in secondary and higher education institutions of learning. Postgraduate study is available, upon completion of a relevant Bachelor's degree, for further advancement in a large spectrum of study fields.

Undergraduate programmes are available in one of the following broad fields of study:

- Private Sector Management.
- Public Sector Management.

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 module for a undergraduate degree or diploma qualification** (Rule A3.9 (h)) Students register for the module in their first year of registration except for students in the extended curriculum programmes who register for the module in their first year of registration at the Bloemfontein Campus.

A promotion system is not applied in the Faculty of Economic and Management Sciences and therefore General Rules regarding promotion are not applicable in this faculty.

Private Sector Management

Bachelor of Commerce Programmes

Programme	Abbreviation	Minimum period	Degree	Academic plan
Bachelor of Commerce <i>with specialisation in General Management</i>	BCom <i>with specialisation in General Management</i>	3 years	63011	63011
Bachelor of Commerce extended curriculum programme <i>with specialisation in General Management</i>	BCom extended curriculum programme <i>with specialisation in General Management</i>	4 years	63381	63381

Public Sector Management

Programme	Abbreviation	Minimum period	Degree	Academic plan
Bachelor of Administration	BAdmin	3 years	63101	63101
Bachelor of Administration extended curriculum programme	BAdmin extended curriculum programme	4 years	63561	63561

Rules

Faculty requirements

General admission requirements

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

Academic Programme	Minimum Admission Point (AP) and National Senior Certificate Performance Levels
<i>BCom with specialisation in General Management</i>	AP = 30 Mathematics = Achievement level 4 (50%)
<i>BCom extended curriculum programme with specialisation in General Management¹</i>	AP = 25 – 29 Mathematics = Achievement level 3 (40%)
BAdmin	AP = 30
BAdmin extended curriculum programme ^{2, 3}	AP = 25 – 29

¹ Students who qualify for the BCom extended curriculum programme are not allowed in the first year of a mainstream BCom degree programme.

² Students who register for the BAdmin or BAdmin extended curriculum programme without the required performance level in Mathematics or its equivalent at National Senior Certificate Level will not be allowed to subsequently change to a BCom degree programme.

³ Students who qualify for the BAdmin extended curriculum programme are not allowed in the first year of a mainstream BCom degree programme.

Credit values and names of modules

Department of Economics

Equivalent old module codes	New module code	Credits	Name of module
EKN114 EECF61306 EECF61406	EECF1614	16	Economic Systems and Basic Microeconomics
EKN124 EECF62306 EECF62406	EECF1624	16	Introduction to Macroeconomics
EKN214 EECS71407	EMIC2714	16	Microeconomics
EKN224 EECS72407	EMAC2724	16	Macroeconomics
EKN314 EECF71407 EECT71507	EINT3715	20	International Economics
EKN324 EECT72407 EECT72507	EECT3725	20	South African Macroeconomic Policy Issues
EFEF62306 EFEF62406	EFEF1624	16	Personal Finance

Department of Business Management

Equivalent old module codes	New module code	Credits	Name of module
EBUS51305 EBUS51405	EBUS1514	16	Business Functions
OBS134 EBUS62406	EBUS1624	16	General Management
EBUS61406	EBUS1614	16	Fundamental Business Functions
EBUS77407	ESBM2724	16	Small Business Management
OBS244 EBUS74407	EBUS2714	16	Entrepreneurship
OBS314 EBUS75407 EBUS75507	EBUS2715	20	Strategic Management

Department of Industrial Psychology

Equivalent old module codes	New module code	Credits	Name of module
HUM114 EHRM51305	EHRM1514	16	Introduction to Human Resources Management

EHRM51405			
ORG124 EIOP52305 EIOP52405	EIOP1524	16	Introduction to Individual Differences
OCP224 ECAP61406	ECAP2614	16	Career Psychology
ELR214 ELRM62406	ELRM2624	16	Labour Relations Management
EPFM72407	EPFM3724	16	Performance Management
EORG71507	EORG3715	20	Organisational Psychology

Centre for Accounting

Equivalent old module	New module code	Credits	Name of module
REK114 EACC61406	EACC1614	16	Accounting
REK124 EACC62406	EACC1624	16	Accounting
REK208 EACC60806	EACC2608	32	Accounting
REK308 EACC70807	EACC3708	32	Accounting
BRF214 BRF224 MAC224 EMAC62406	EMAC2624	16	Managerial Accounting

Department of Public Administration and Management

Equivalent old module codes	New module code	Credits	Name of module
EPAM51405	EPAM1514	16	Public Administration and Management Theories
OBB124 EPAM62406	EPAM1624	16	Public Administration and Management in Action
OBB314 EPAM61406	EPAM2614	16	Micro- and Macro-organisational Analysis
MPB224 EMMA62406	EMMA2624	16	The Study of Municipal Management and Administration
MPB214 EMMA61406	EMMA2614	16	Municipal Management and Administration
MPB314 EMMA71407	EMMA2714	16	Contemporary Issues in Local Government
OBB214 EPAM71407	EPAM3714	16	Public Financial Management

MPB324 EMMA72407 EMMA72507	EMMA3725	20	Municipal Finances
OBB224 EPAM72407 EPAM72507	EPAM3725	20	Public Policy Administration and Management
EPAL71407	EPAL3714	16	Public Administration and Management Law
OBB324 EPAH62406	EPAH1624	16	HRM in the Public Sector
ESCM72406	ESCM2724	16	Supply Chain Management
EMEP62406	EMEP2624	16	Monitoring and Evaluation in the Public Sector

Additional core modules

Equivalent old module codes	New module code	Credits	Name of module
EBCS51405	EBCS1514	16	Business Calculations
EBCS52405	EBCS1524	16	Business Calculations
ECPM51405	ECPM1514	16	Calculations for Public Managers
UFS101	UFS101	16	Undergraduate Core Curriculum

Modules for the Extended Programmes

Equivalent old module codes	New module code	Equivalent mainstream code	Credits	Name of module
EFPA51505	EFPA2515	EPAM1514	20	Public Administration and Management Theories
EFPA62506	EFPA2625	EPAM1624	20	Public Administration and Management in Action
EFPA61506 EFPH62506	EFPH2625	EPAH1624	20	Human Resource Management in the Public Sector
EFHR51505	EFHR1515	EHRM1514	20	Introduction to Human Resource Management
EFIP52505	EFIO1525	EIOP1524	20	Introduction to Individual Differences
EFBM51505	EFBM2515	EBUS1514	20	Business Functions
EFBM62506	EFBM2625	EBUS1624	20	General Management
EFEC61406	EFEC2614	EECF1614	16	Economic Systems and Basic Microeconomics
EFEC62406	EFEC2624	EECF1624	16	Introduction to Macroeconomics
EFBC51405	EFBC2514	EBCS1514	16	Business Calculations
EFBC52405	EFBC2524	EBCS1524	16	Business Calculations
EFCP51405	EFCP2514	ECPM1514	16	Calculations for Public Managers

Rules regarding admission to modules in the following study year

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

The progression requirements are the following:

- (a) In the first study year of all undergraduate degree programmes, students are required to pass 35% of the first-year modules to be allowed to start with the second year's study.
- (b) In the second study year of all undergraduate degree programmes students are required to pass at least 45% of the second-year modules to be able to start with the next year's study.
- (c) In all other study years of undergraduate degree programmes, students are required to pass at least 60% of the modules to be able to progress to the next year's study.
- (d) 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, together, may not amount to more than a total of 32 credits above the normal curriculum requirements for the degree programme in a specific study year.
- (e) A student who repeats a study year must either match or exceed the requirement in respect of the percentage of modules stipulated in paragraphs A3.10(a), A3.10(b) and A3.10(c) before she/he shall be allowed to continue with the next study year of the degree 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 and transition rules

- Current students who registered for the first time in 2011 or before, 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 programme and use the new eight-digit module codes.
- Current students who registered for the first time between 2012 and 2014, without a break in registration, should follow the curricula in the Rule Book of 2014 and use the new eight-digit module codes.
- Current students who registered for the first time in 2015, without a break in registration, should follow the curricula in the Rule Book of 2015 and use the new eight-digit module codes.
- New first-year students, who registered for the first time in 2016, should register according to the curricula in this 2016 Rule Book.
- If students want to be credited for modules already obtained, the following will

be applicable to current students who, in 2016, changed to another programme in this faculty:

- If students change from one programme to another they must follow the curricula of the programme to which they have changed, as appears in the Rule Book of the year that they registered for that specific programme 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 programme is defined by the following General Rules:

A3.11 (a)

- (i) A student who has already twice registered for a particular module (question paper/practical work) and who still fails to comply with the pass requirements, will only be granted one further opportunity to re-register for the qualification on the basis of exceptional merit – with the approval of the dean of the faculty in which the module is offered, on the recommendation of the academic head of department and/or the programme director, and with written notification to the senior director: Student Academic Services.
- (i) At the Qwaqwa Campus, the designated member of the Qwaqwa Campus management, in consultation with the academic head of department, grants approval, with written notification to the dean.

A5 (a) “Except in cases where Council via Senate implements new rules with immediate effect, a student may, for a first qualification, only register at the University for the minimum period allowed for that qualification plus an additional two years, with the second period following directly after the first, and she/he must complete her/his studies for that particular qualification in accordance with the rules applicable at the time of first registration.”

Module prerequisites

Department of Economics

Module	Module prerequisite
EECF1614	National Senior Certificate with Mathematics performance level 4
EECF1624	National Senior Certificate with Mathematics performance level 4
EMIC2714	EECF1624 or EFEC2624
EMAC2724	EECF1624 or EFEC2624
EINT3715	EECF1624 or EFEC2624
EECT3725	EECF1624 and EMAC2724

Department of Business Management

Module	Module prerequisite
EBUS2715	EBUS1624

Centre for Accounting

Module	Module prerequisite
EACC2608	EACC1614 and/or EACC1624
EACC3708	EACC2608 or EFAC1614 and EFAC1624

Please note that students from other faculties must also comply with the abovementioned prerequisites.

UNDERGRADUATE STUDIES IN PRIVATE SECTOR MANAGEMENT

General Information**Programmes in Private Sector**

Management knowledge can be obtained in several fields of study. These are all accommodated within the degree programme Bachelor of Commerce (BCom). This is a highly regarded and comprehensive basic management degree programme and is structured for economic and management positions (especially in the private sector), academic careers at universities and universities of technology, or a career as a teacher.

- While a BCom degree is directed at economic and management positions in the private sector, it is also an excellent degree programme for a career in the public sector (compare with the undergraduate degree programme in Public Sector Management).
- The degree programme is structured around the core subjects of Economics (being the root science), Business Management (including Marketing, Entrepreneurship and Financial Management), Industrial Psychology and Accounting. The BCom degree offers a broader option to students who would like a solid general management background, but who prefer not to specialise too soon.
- There are specialisations from which to choose within the BCom degree programme, as indicated under general admission requirements.

The curricula for each major field of study are explained in the following section.

Private Sector Management

Rule F13 Bachelor of Commerce with specialisation in General Management
BCom with specialisation in General Management
(Minimum total credits: 424)

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	EBUS1514					
General Management				EBUS1624		
Fundamental Business Activities			EBUS1614			
Small Business Management						ESBM2724
Strategic Management					EBUS2715	
Entrepreneurship					EBUS2714	
Economic systems and Microeconomics	EECF1614					
Introduction to Microeconomics		EECF1624				
Microeconomics			EMIC2714			
Macroeconomics				EMAC2724		
Accounting	EACC1614	EACC1624				
Accounting			EACC2608	EACC2608		
Management Accounting				EMAC2624		
Introduction to Human Resource	EHRM1514					
Introduction to Individual Differences		EIOP1524				
Business Calculations	EBCS1514	EBCS1524				
Personal Finance		EFEF1624				
Elective Modules			Choose 1 field of specialisation (2 modules)		Choose 2 fields of specialisation (4 modules):	
Micro- & Macro-Organisational Analysis			EPAM2614			
Public Human Resource Management				EPAH1624		
Public Financial Management					EPAM3714	
Public Policy Admin & Management						EPAM3725
Or						Or
Accounting					EACC3708	EACC3708
Or				Or		Or
Career Psychology			ECAP2614			
International Economics					EINT3715	
South African Economic Policy Issues						EECT3725
						Or
Labour Relations Management				ELRM2624		
Performance Management						EPFM3724
Organisational Psychology					EORG3715	
Minimum credits towards degree	80	80	64	80	64	80
	160		144		116	
Developmental modules						
Undergraduate Core Curriculum	UFS101	UFS101				
Academic Literacy	EALE1508	EALE1508				
Additional credits for developmental modules	32					
Undergraduate Core Curriculum	16					

*Students may register for EBMA2624 as an additional elective module in the second semester of their first study year.

Rule F14 Bachelor of Commerce with specialisation in General Management extended curriculum programme
BCom with specialisation in General Management extended curriculum programme
(Minimum total credits: 436 plus 96 developmental credits)

Compulsory modules	First study year		Second study year		Third study year		Fourth study year	
	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2
Business Functions			EFBM2515					
General Management				EFBM2625				
Fundamental Business Activities					EBUS1614			
Small Business								ESBM2724
Strategic Management							EBUS2715	
Entrepreneurship							EBUS2714	
Economic Systems and Basic Microeconomics			EFEC2614					
Introduction to Microeconomics				EFEC2624				
Macroeconomics					EMIC2714			
Accounting			EACC1614	EACC1624		EMAC2724		
Accounting					EACC2608	EACC2608		
Introduction to Human Resource Management	EFHR1515							
Introduction to Individual Differences		EFIO1525						
Managerial Accounting						EMAC2624		
Personal Finance								EFEF1624
Business Calculations			EFBC2514	EFBC2524				
Elective Modules					Choose 1 subject field (2 modules) from:		Choose 2 subject fields (4 modules) from:	
Public Financial Management							EPAM3714	
Public Policy Administration and Management								EPAM3725
Or							Or	
Accounting							EACC3708	EACC3708
Micro- and Macro-organisational analysis					EPAM2614			
Public Human Resource Management						EPAH1624		
Or					Or		Or	
Career Psychology					ECAP2614			
International Economics							EINT3715	
S African Economic Policy								EECT3725
Labour Relations						ELRM2624		
							Or	
Performance Management								EPFM3724
Organisational Psychology							EORG3715	
Minimum credits towards degree	20	20	68	68	64	64	68	64
	40		136		128		132	
Developmental Modules								
Skills for Lifelong Learning	SCLL1508	SCLL1508						
Academic Literacy	EALE1508	EALE1508						
Undergraduate Core Curriculum					UFS101	UFS101		
Mathematical Literacy	MATD1554	MATD1584						
Additional credits for developmental modules	96							
Undergraduate Core Curriculum					16			

UNDERGRADUATE STUDIES IN PUBLIC SECTOR MANAGEMENT

General Information

The BAdmin degree is a specialised degree programme aimed at a career in the public sector, parastatal institutions, trade unions and non-governmental organisations and also for academic careers at higher education institutions. It is structured around Public Administration and Management, with relevant ancillary modules in Human Resource Management; Public Financial Management; Organisational Analysis; Public Policy; Supply Chain Management; and monitoring and evaluation in the Public Sector.

As students you will have access to academics with a practical understanding and knowledge of Public and Development Management, cutting-edge research and innovative teaching and learning strategies aimed at enhancing your professional skills and understanding.

The curricula for the BAdmin degree studies are explained in the following section.

**Rule F15 Bachelor of Administration
BAdmin
(Minimum total credits: 376)**

	First study year		Second study year		Third study year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Compulsory modules						
Public Administration and Management Theories	EPAM1514					
Public Administration and Management in Action		EPAM1624				
Micro- and Macro-organisational Analysis			EPAM2614			
Municipal Management and Administration			EMMA2614			
Human Resource Management in the Public Sector		EPAH1624				
The Study of Municipal Management and Administration				EMMA2624		
Supply Chain Management				ESCM2724		
Contemporary Issues in Local Government					EMMA3714	
Public Financial Management					EPAM3714	
Municipal Finances						EMMA3725
Public Policy Administration and Management						EPAM3725
Public Administration and Management Law					EPAL3714	
Introduction to Human Resource Management	EHRM1514					
Introduction to Individual Differences		EIOP1524				
Monitoring and Evaluation in the Public Sector				EMEP2624		
Introduction to Politics	POLS1514*					
Introduction to World Politics & Global Governance		POLS1524*				
Calculations for Public Managers	ECPM1514					
Personal Finance				EFEF1624		
Elective modules			Choose 1 field of specialisation (2 modules)		Choose 1 field of specialisation (2 modules)	
Career Psychology			ECAP2614			
Labour Relations Management				ELRM2624		
Organisational Psychology					EORG3715	
Performance Management						EPFM3724
Or			Or		Or	
Globalisation and World Politics			POLS2614*			
Governance & Political Transformation in Africa				POLS2624*		
Security & Conflict Studies					POLS3714*	
Ideology & Political Theory						POLS3724*
Minimum credits towards degree	64	64	48	80	64	56
	128		128		120	
Developmental modules						
Undergraduate Core Curriculum	UFS101	UFS101				

Academic Literacy	EALE1508	EALE1508				
Additional credits for developmental modules	32					
Undergraduate Core Curriculum	16					

* For modules from other Faculties it is the responsibility of the student to ensure that the prerequisites for those modules are met.

**Rule F16 Bachelor of Administration extended curriculum programme
BAdmin extended curriculum programme
(Minimum total credits: 416 plus 96 developmental credits)**

	First study year		Second study year		Third study year		Fourth study year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Compulsory modules								
Public Administration and Management Theories			EFPA2515					
Public Administration and Management in Action				EFPA2625				
Micro- & Macro-organisational Analysis					EPAM2614			
The study of Municipal Administration and Management					EMMA2614			
Human Resource Management in the Public Sector				EFPH2625				
Municipal Management and Administration						EMMA2624		
Supply Chain Management						ESCM2724		
Contemporary Issues in Local Government							EMMA3714	
Public Financial Management							EPAM3714	
Municipal Finances								EMMA3725
Public Policy Management								EPAM3725
Public Administration and Management Law							EPAL3714	
Introduction to Human Resource Management	EFHR1515							
Introduction to Individual Differences		EFIO1525						
General Management				EFBM2625				
Monitoring and Evaluation in the Public Sector						EMEP2624		
Introduction to Politics			POLS1514*					
Introduction to World Politics & Global Governance				POLS1524*				
Calculations for Public Managers			EFCP2514					
Personal Finance						EFEF1624		
Elective modules					Choose 1 field of specialisation (2 modules)		Choose 1 field of specialisation (2 modules)	
Career Psychology					ECAP2614			
Labour Relations Management						ELRM2624		
Organisational Psychology							EORG3715	
Performance Management								EPFM3724
Or						Or		Or
Globalisation and World Politics					POLS2614*			
Governance & Political Transformation in Africa						POLS2624*		
Security & Conflict Studies							POLS3714*	
Ideology & Political Theory								POLS3724*

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Minimum credits towards degree	20	20	52	76	48	80	64	56
	40		128		128		120	
	First study year		Second study year		Third study year		Fourth study year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Developmental modules								
Undergraduate Core Curriculum					UFS101	UFS101		
Mathematical Literacy	MTDE1508	MTDE1508						
Skills for Lifelong Learning	SCLL1508	SCLL1508						
Academic Literacy EMS	EALE1508	EALE1508						
Or	Or							
Afrikaans Language Proficiency	AGAM1508	AGAM1508						
Additional credits for developmental modules	96							
Undergraduate Core Curriculum					16			

* For modules from other faculties it is the responsibility of the student to ensure that the prerequisites for those modules are met.