



UNIVERSITY OF THE FREE STATE

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

POSTGRADUATE RULE BOOK 2019 Bloemfontein Campus



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Doctor of Philosophy *with specialisation in Auditing*

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Admission

General Information

This section of the Rule Book sets out the rules in respect of the postgraduate programmes in the Faculty of Economic and Management Sciences.

Please note that no disclosure of marks or student information or discussion of students' performance will be done with parents or other third parties without written permission of the student in order to protect personal information.

Please contact the University's information office at 051 401 3000 to obtain a University application form. This can also be found on the University's website at www.ufs.ac.za

Faculty of the Economic and Management Sciences Rules and General rules for undergraduate qualifications, postgraduate diplomas, bachelor honours degrees, master's degrees, doctoral degrees, higher doctorates, honorary degrees and the convocation (hereafter referred to as General Rules and Faculty Rules respectively),

General Rules

For all the various programmes, a number of rules apply. Two sets of rules are relevant. **It is the responsibility of students to be conversant with the General as well as the Faculty Rules.**

Postgraduate Diplomas

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised qualification code	Abbreviation	Programme code	Degree code	Academic plan code
Postgraduate Diploma in Public Administration	PGDip (Public Administration)	B6540	65400	BC654040
Postgraduate Diploma in General Accountancy	PGDip (General Accountancy)	B6550	65500	BC655050
Postgraduate Diploma in Chartered Accountancy	PGDip (Chartered Accountancy)	B6560	65600	BC656060

PUBLIC SECTOR

Rule F19	Postgraduate Diploma in Public Administration PGDip (Public Administration) Academic Plan code: BC654040 (Minimum total credits: 120)
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Preconditions for admission

For admission to the PGDip (Public Administration) programme, the applicant should have a formal qualification at NQF Level 7. To be admitted to this postgraduate diploma programme a student must have obtained at least an average of 60% for his/her degree and have passed a language proficiency test. Completion of an Advanced Diploma may be presented for entry into a Postgraduate Diploma. Admission is subject to approval by the departmental chair based on a satisfactory study record.

Prospective students must apply for admission to the programme in writing before 30 September prior to registration in the following year. Application forms are available from the departmental chair of the Department of Public Administration and Management.

Curriculum

A student doing the PGDip (Public Administration) programme must be registered for a minimum of one year. The programme will consist of the following core modules:

Module name	Semester 1	Semester 2
Municipal Management	EMMA5815	
Public Policy and Service Delivery	EPAP5815	
Public Financial Administration and Management	EPAF5815	
Organisational Analysis and Intergovernmental Relations		EPAO5825
Public Human Resource Management		EPAH5825
Executive Public Management		EPAM5825
Structured module credits	60	60
Total credits	120	

ACCOUNTANCY

Preconditions for admission to the Postgraduate Diploma programmes

Please note that in order to register for the module included in the first column of the tables below, the admission requirements that need to be met or the modules that must have been passed are set out in the second column.

EFIN5808	EFIN3708/EACC6808/EACC5808
EBRF5808	EBRF3708/EMAF6808/EMAF5808
EBSL5808	EBSL3708/EBEL6808/EBEL5808
EODT5808	EODT3708/EAUD6808/EAUD5808
EACC5808	EACC3708 or EFAC2708/EFIN2708
EAUD5808	EAUD2624 and EAUD3724 OR EODT1524 and EODT2624 OR EODT2708
EBEL5808	EBEL2708
EMAF5808	EMAC2714 and EMNF2724

Rule F21	Postgraduate Diploma in General Accountancy PGDip (General Accountancy) Academic Plan code: BC655050 (Minimum total credits: 128)
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Information

This programme also serves as a prerequisite and entrance requirement for the BAccHons or the PGDip (Chartered Accountancy).

Students should have obtained a BCom (Accounting) degree (or an equivalent at another institution) with an average of at least 60% in the third year of the relevant undergraduate degree. Students from other institutions must seek specific permission from the programme director: School of Accountancy.

Curriculum

Module name	Semester 1	Semester 2
Financial Accounting	EACC5808	EACC5808
External Auditing	EAUD5808	EAUD5808
Management Accounting and Finance	EMAF5808	EMAF5808
Taxation	EBEL5808	EBEL5808
Structured module credits	128	

Rule F22	Postgraduate Diploma in Chartered Accountancy PGDip (Chartered Accountancy) Academic Plan code: BC656060 (Minimum total credits: 128)
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Information

This programme serves as a prerequisite and entrance requirement for the *Initial Test of Competence (ITC)* examination of SAICA.

Preconditions for admission

Students should have obtained a BAcc degree or equivalent (as approved by the programme director: School of Accountancy) with an average mark of 55% in each of the following module sets -
 EFIN3708/EACC6808/EACC5808 and
 (justify)EBLS3708/EBEL6808/EBEL5808 and
 EBRF3708/EMAF6808/EMAF5808 and
 EODT3708/EAUD6808/EAUD5808 - as well as a combined average mark of at least 58% in all four core modules.

This programme is accredited by SAICA. The programme comprises four **year modules**:

Curriculum

Module	Semester 1	Semester2
Advanced Financial Accounting	EFIN5808	EFIN5808
Advanced Managerial Accounting and Finance	EBRF5808	EBRF5808
Advanced Taxation	EBLS5808	EBLS5808
Advanced Auditing	EODT5808	EODT5808
Structured module credits	128	

In order to qualify for admission to the Initial Test of Competence (ITC) of the SA Institute of Chartered Accountants, students need to pass all four course work modules in the same year and have to repeat all four course work modules again in the next academic year should they not have passed all four course work modules in the first year of attempt. No students will be allowed to do modules for a third time. Students who repeat should enrol for module codes 5838 instead of the 5808 codes.

Please refer to the study guide for full details.

Bachelor Honours Degree Programmes

An Honours Degree programme offers a student who is already in possession of a relevant Bachelor Degree or Advanced Diploma the opportunity of studying further in his/her chosen field. Only the Bachelor Honours Degree following a corresponding first Bachelor Degree may be registered for. In exceptional cases, and only for very well substantiated reasons, special permission may be granted for a student to switch to a non-corresponding Bachelor Honours programme.

Whereas a Bachelor Degree programme provides a student with a solid foundation, it still is only for his/her chosen career. A Bachelor Honours Degree programme paves the way for more advanced postgraduate studies, in other words, a Master's Degree programme or eventually a Doctoral Degree programme, which is the highest academic degree attainable.

A Bachelor Honours Degree programme offers opportunities for significantly enhancing knowledge in a preferred field of study, allowing students to acquire a deeper understanding and background that prepares the student more thoroughly. This degree also prepares students for research-based postgraduate study. A Bachelor Honours Degree could also carry recognition by an appropriate professional or statutory body. The following Bachelor Honours Degrees can be obtained in this faculty.

Private Sector Management

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Bachelor of Commerce Honours with specialisation in Entrepreneurial Management	BComHons with specialisation in Entrepreneurial Management	B6600	66001	BC660011
Bachelor of Commerce Honours with specialisation in Marketing	BComHons with specialisation in Marketing	B6600	66001	BC660010
Bachelor of Commerce Honours with specialisation in Industrial Psychology	BComHons with specialisation in Industrial Psychology	B6600	66001	BC660031
Bachelor of Commerce Honours with specialisation in Financial Economics and Investment Management	BComHons with specialisation in Financial Economics and Investment Management	B6600	66001	BC660022
Bachelor of Commerce Honours with specialisation in Economics	BComHons with specialisation in Economics	B6600	66001	BC660020

Public Sector Management

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Bachelor of Administration Honours	BAdminHons	B6640	66401	BC664040

Accountancy

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Bachelor of Commerce Honours in Accounting	BComHons in Accounting	B6650	66501	BC665050
Bachelor of Accounting Honours	BAccHons	B6660	66601	BC666060

Admission

For admission to a Bachelor Honours Degree, the particular major field of study should have been completed up to third-year level, i.e. NQF Level 7.

Permission to follow a Bachelor Honours Degree programme in a certain discipline must be obtained from the relevant departmental chair. Admission is further

subject to departmental selection. This must be done prior to the student's registration for that particular year.

Information, curricula and directives will be given at a later stage for the different specialisations and theme fields in which a Bachelor Honours Degree programme can be obtained.

PRIVATE SECTOR MANAGEMENT

Rule F23	Bachelor of Commerce Honours <i>with specialisation in Entrepreneurial Management</i> BComHons <i>with specialisation in Entrepreneurial Management</i> Academic Plan code: BC660011 (Minimum total credits: 128)
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Preconditions for admission

A student must have obtained at least an average of 60% for at least six Business Management-related modules in his/her Bachelor Degree programme. The student needs to have taken modules in Business Management up to NQF Level 7. Admission to the programme is subject to departmental selection.

Curriculum

Module name	Semester 1	Semester 2
Venture Creation	EVEN6814	
Business Statistics	EBUS6814	
Strategic Entrepreneurial Management	ESEM6814	
Innovation Management		ENOV6824
Sales Force Management		ESFM6824
Entrepreneurial Management		EEMN6824
Research Report	ESCR6808	ESCR6808
Structured module credits	48	48
Research credits	32	

Rule F24	Bachelor of Commerce Honours <i>with specialisation in Marketing</i> BComHons <i>with specialisation in Marketing</i> Academic Plan code: BC660010 (Minimum total credits: 128)
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Preconditions for admission

A student must have obtained at least an average of 60% for at least six Business Management-related modules in his/her Bachelor degree programme. The student needs to have taken modules in Business Management up to NQF Level 7. Admission to the programme is subject to departmental selection.

Curriculum

Module name	Semester 1	Semester 2
Contemporary Digital Marketing		ECOM6824
Consumer Brand Relationships	ECBR6814	
Business Statistics	EBUS6814	
Integrated Marketing Communication	EIMC6814	
Sales Force Management		ESFM6824
Services Marketing		ESMT6824
Research Report	ESCR6808	ESCR6808
Structured module credits	48	48
Research credits	32	

Rule F25	Bachelor of Commerce Honours <i>with specialisation in Industrial Psychology</i> BComHons <i>with specialisation in Industrial Psychology</i> Academic Plan code: BC660031 (Minimum total credits: 160)
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Information

Prospective students must submit their applications for admission to the departmental chair the previous year before 30 September. Admission to the Bachelor Honours Degree programme study is subject to the results of the selection process. Application forms are available from the departmental chair of Industrial Psychology.

Preconditions for admission

In order to qualify for admission to the selection process for the Bachelor Honours Degree programme, a prospective student should adhere to the following prerequisites:

- The student has either already obtained a Bachelor Degree or qualifies to obtain a Bachelor Degree before enrolling for the Bachelor Honours Degree programme.

It is recommended that students from other faculties and universities interested in applying for the Bachelor Honours Degree programme in Industrial Psychology:

- **Have passed at least six of the undergraduate Industrial Psychology modules** (or equivalent modules from other institutions) with an average mark of at least 60%, but not less than 55% in each module, **of which 32 credits need to be at NQF Level 5, 32 credits at NQF Level 6 and 32 credits at NQF Level 7.**
- Research Methodology and Organisational Psychology at undergraduate level is a strong recommendation.

It is recommended that students who are not registered for a BCom *with specialisation in Human Resource Management* degree, and who intend to do the Bachelor Honours degree programme in Industrial Psychology, contact the

departmental chair (Industrial Psychology) or course coordinator for directives regarding the compilation of their undergraduate Industrial Psychology modules.

Curriculum

Module name	Semester 1	Semester 2
Career Psychology		ECAP6824
Organisation Psychology	EORG6814	
Labour Relations	ELAB6814	
Human Resource Management		EHRM6824
Research Methodology	ERSM6814	ERSS6824
Psychological Assessment and Measurement	EPSM6808	EPSM6808
Research Report	ERIP6808	ERIP6808
Structured module credits	64	64
Research credits	32	

The programme must be compiled in consultation with the departmental chair. Students who intend to complete their programme over two years should note that it is compulsory to register for ERSM6814, ERSS6824 and ERIP6808 during their first year of study.

Rule F26	<p>Bachelor of Commerce Honours <i>with specialisation in Financial Economics and Investment Management</i> BComHons <i>with specialisation in Financial Economics and Investment Management</i> Academic Plan code: BC660022 (Minimum total credits: 192)</p>
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Information

Admission to Bachelor Honours Degree programme study is subject to approval by the departmental chair. To be considered for admission to Bachelor Honours Degree studies in Financial Economics and Investment Management a student must have passed either:

- EINT3715, EECT3725, EECM3714 and EECM3724 (or equivalent modules if the student completed his/her undergraduate studies at another university) with an overall average of at least 60%. In addition, the student must have completed the following modules (or equivalents): EECF1614, EECF1624, EMIC2714, EACC1614 and EACC1624 (or equivalent modules) and obtained a minimum mark of 60% for EMAC2724.

OR

EFET3714, EFET3724, EECM3714 and EECM3724 (or equivalent modules) if the student completed his/her undergraduate studies at another university) with an overall average of at least 60%. In addition, the student must have completed the following modules (or equivalents): EECF1614, EECF1624, EMIC2714, EACC1614 and EACC1624 and obtained a minimum mark of 60% for EMAC2724.

At the discretion of the departmental chair, selection to the programme may be granted in exceptional cases to students who have completed an undergraduate degree in either Accounting, Taxation, Financial Planning or Auditing from the UFS or another University.

Prospective students must apply in writing before 30 September in the year prior to registering for the programme. Students who completed their undergraduate programme at the UFS can obtain application forms from the departmental chair. Students who completed their undergraduate studies at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za

Progression

Students who did not pass two of the following three modules cannot proceed to register for any of the second semester modules: EMAC6816, EFRM6816 or EECO6816.

Curriculum

The curriculum is set out in the table below.

Detailed information regarding the methods of presentation is available on request from the departmental chair.

Module name	Semester 1	Semester 2
Macroeconomics	EMAC6816	
Introduction to Econometrics	EECO6816	
Financial Risk Management in Banking	EFRM6816	
Mathematical Economics	EECO6813	
Regulation of Financial Institutions	EREG6813	
Research Report		EPOM6828
Security Analysis		ESEC6828
Derivative Instruments		EDER6828
Structured module credits	96	64
Research credits	32	

Rule F27	Bachelor of Commerce Honours <i>with specialisation in Economics</i> BComHons <i>with specialisation in Economics</i> Academic Plan code: BC660020 (Minimum total credits: 192)
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Admission to a Bachelor Honours Degree programme study is subject to approval by the departmental chair. To be considered for admission to Bachelor Honours Degree studies in Economics a student must have passed EINT3715, EECT3725, EECM3714 and EECM3724 (or equivalent modules if that student completed his or her undergraduate studies at another university) with an overall average of at least 60%. In addition, the student should have completed the following modules (or equivalents): EECF1614, EECF1624, EMIC2714 and obtained a minimum mark of 60% for EMAC2724.

Prospective students must apply in writing before 30 September in the year prior to registering for the programme. Students who completed their undergraduate degree at the UFS can obtain application forms from the departmental chair⁹. Students who completed their undergraduate studies at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za

Preconditions for admission

Students who did not pass two of the following three modules cannot proceed to register for any of the second semester modules: EMIC6816, EMAC6816 or EECO6816.

Curriculum

The curriculum must be compiled according to the table set out below. The selection of modules must be approved by the departmental chair.

Detailed information regarding the methods of presentation and optimal composition of a programme package is available on request from the

departmental chair.

Subject	Semester 1	Semester 2
Microeconomics	EMIC6816	
Macroeconomics	EMAC6816	
Introduction to Econometrics	EECO6816	
Research Methods and Behavioural Economics	EREM6813	
Mathematical Economics	EECO6813	
Research Report in Economics		EEDE6820
		Two of the following*:
Public Economics (Fiscal Policy)		EPEC6826
International Economics		EINT6826
Labour Economics		ELAB6826
Structured module credits	96	48
Research credits	48	

*The availability of the electives may vary.

PUBLIC SECTOR MANAGEMENT

Rule F28	Bachelor of Administration Honours BAdminHons Academic Plan code: BC664040 (Minimum total credits: 128)
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Preconditions for admission

For admission to a Bachelor Honours Degree programme, the particular subject should have been taken up to third-year level, i.e. NQF Level 7. To be admitted to the Bachelor Honours degree programme a student must have obtained at least an average of 65% for his/her programme and have passed a language proficiency test. Admission is subject to approval by the departmental chair based on a satisfactory study record.

Prospective students must apply for admission to the programme in writing before 30 September prior to registration in the following year. Application forms are available from the departmental chair of the Department of Public Administration and Management.

Curriculum

A student doing the Bachelor Honours Degree programme must be registered for a minimum of one year. The programme will consist of the following core modules:

Module name	Semester 1	Semester 2
Municipal Management	EMMA6814	
Public Policy and Service Delivery	EPAP6814	
Public Financial Administration and Management	EPAF6814	
Organisational Analysis and Intergovernmental Relations		EPAO6824
Public Human Resource Management		EPAH6824
Executive Public Management		EPAM6824
Research and Research Methodology in Public Administration	EPAR6808	EPAR6808
Structured module credits	48	48
Research credits	32	

ACCOUNTANCY

Rule F29	Bachelor of Commerce Honours in Accounting BComHons in Accounting Academic Plan code: BC665050 (Minimum total credits: 128)
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Preconditions for admission and module pre-requisites

Please note that in order to register for the module included in the first column of the tables below, the admission requirements that need to be met or the modules that must have been passed are set out in the second column.

EFIN6808	EFIN3708/EACC6808/EACC5808
EBRF6808	EBRF3708/EMAF6808/EMAF5808
EBLS6808	EBLS3708/EBEL6808/EBEL5808
EODT6808	EODT3708/EAUD6808/EAUD5808
EACC6808	EACC3708 or EFAC2708/EFIN2708
EAUD6808	EAUD2624 and EAUD3724 or EODT1524 and EODT2624 or EODT2708
EBEL6808	EBEL2708
EMAF6808	EMAC2714 and EMNF2724

Students should have obtained at least 60% average in the third year modules of BCom (Accounting) degree (or an equivalent at another institution). Students from other institutions must seek specific permission from the programme director.

Curriculum

Choose any three-year modules below plus the research project (ERRA6808) in Accounting. Students following this route will not qualify for entrance into BAccHons or PGDip (Chartered Accountancy). **However**, selected students who opt to follow a route including all four year modules below plus research may articulate to the BAccHons or the PGDip (Chartered Accountancy). These students will be selected on the basis of their full study record.

Module name	Semester 1	Semester 2
	Choose any three of the following:	
Financial Accounting	EACC6808	EACC6808
External Auditing	EAUD6808	EAUD6808
Management Accounting and Finance	EMAF6808	EMAF6808
Taxation	EBEL6808	EBEL6808
PLUS		
Research and Research Methodology for BComHons (Accounting)	ERRA6808	ERRA6808
Structured module credits	96	
Research credits	32	

Rule F30	Bachelor of Accounting Honours BAccHons Academic Plan code: BC666060 (Minimum total credits: 160)
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Information

This programme serves as a prerequisite and entrance requirement for the *Initial Test of Competence (ITC)* examination of the South African Institute of Chartered Accountants (SAICA) and is only available to selected students of the School of Accountancy.

In addition to the prerequisites set out below, students who want to enrol for BAccHons will be selected on the basis of their full study records.

Students who fail to meet the selection criteria mentioned above may enroll for the PGDip (Chartered Accountancy) if they meet the prerequisites for the latter qualification.

Preconditions for admission

BAcc degree or equivalent (as approved by the programme director: School of Accountancy). At least 55% in each of the following module sets: EFIN3708/EACC6808/EACC5808 and EODT3708/EAUD6808/EAUD5808 and EBLS3708/EBEL6808/EBEL5808 and EBRF3708/EMAF6808/EMAF5808 as well as an average mark of not less than 58% in all four core modules.

Curriculum

The programme is comprised of the following four year-modules plus a research report. Students that fail to complete the Research Report (ERRB6808), but passed all four-core modules, will be converted to the PGDip (CA) before the end of the academic year.

Module	Semester 1	Semester 2
Advanced Financial Accounting	EFIN6808	EFIN6808
Advanced Managerial Accounting and Finance	EBRF6808	EBRF6808
Advanced Taxation	EBLS6808	EBLS6808
Advanced Auditing	EODT6808	EODT6808
PLUS		
Research and Research Methodology for BAcc Hons	ERRB6808	ERRB6808
Structured module credits	128	
Research credits	32	

In order to qualify for admission to the Initial Test of Competence (ITC) of the SA Institute of Chartered Accountants, students need to pass all four course work modules in the same year and have to repeat all four course work modules again in the next academic year should they not have passed all four course work modules in the first year of attempt. No student will be allowed to do the modules for a third time. Students who repeat should enrol for module codes 6838 instead of the 6808 codes.

Please refer to the study guide for full details.

Master's Degree Programmes

A Master's Degree programme offers students who are already in possession of a NQF Level 8 exit qualification the opportunity to further their studies in a specialised field of their preference.

A Bachelor Degree provides a student with a solid general foundation, and a Bachelor Honours Degree programme offers advanced knowledge in a specific subject or area. Additional postgraduate study for a Master's Degree is an invaluable way of focusing more scientifically on one's field of specialisation. It is also the prerequisite programme for the highest academic qualification, namely a Doctoral Degree.

Except in the case of MPA or MBA programmes, only the Master's Degree that corresponds with the previously obtained Bachelor and Honours Degrees, will be conferred. In exceptional cases only, and only for very well substantiated reasons, may special permission be granted for a prospective student to be accommodated in a cognate Master's Degree programme.

Except for programmes such as MPA or MBA, a Master's Degree programme is obtained in a specific discipline or subject.

A Master's programme can be obtained in two ways:

(a) A by coursework and dissertation;.

OR

(b) A research Master's Degree by full dissertation or publishable manuscript / published articles.

The following Master's degree programmes are offered in this faculty:

Private Sector Management

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Master of Commerce with specialisation in Business Management	MCom with specialisation in Business Management	B6800	68001	BC680013 (Research)
Master of Industrial Psychology	MIndPsych	B6731	67310	BC673101 (Structured)
Master of Commerce with specialisation in Industrial Psychology	MCom with specialisation in Industrial Psychology	B6800	68001	BC680031 (Research)
Master of Commerce with specialisation in Financial Economics and Investment Management	MCom with specialisation in Financial Economics and Investment Management	B6700	67001	BC670022 (Structured)
Master of Commerce with specialisation in Financial Economics and Investment Management	MCom with specialisation in Financial Economics and Investment Management	B6800	68001	BC680022 (Research)
Master of Commerce with specialisation in Economics	MCom with specialisation in Economics	B6700	67001	BC670020 (Structured)
Master of Commerce with specialisation in Economics	MCom with specialisation in Economics	B6800	68001	BC680020 (Research)

Public Sector Management

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Master of Administration	MAdmin	B6840	68401	BC684040 (Research)
Master of Public Administration	MPA	B6740	67401	BC674040 (Structured)

Accountancy

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Master of Commerce with specialisation in Financial Accounting	MCom with specialisation in Financial Accounting	B6800	68001	BC685051 (Research)
Master of Commerce with specialisation in Management Accounting	MCom with specialisation in Management Accounting	B6800	68001	BC685052 (Research)
Master of Commerce with specialisation in Taxation	MCom with specialisation in Taxation	B6800	68001	BC685053 (Research)
Master of Commerce with specialisation in Auditing	MCom with specialisation in Auditing	B6800	68001	BC685054 (Research)
Master of Accounting with specialisation in Financial Accounting	MAcc with specialisation in Financial Accounting	B6860	68601	BC686061 (Research)
Master of Accounting with specialisation in Management Accounting	MAcc with specialisation in Management Accounting	B6860	68601	BC686062 (Research)

<i>Management Accounting</i>				
Master of Accounting with specialisation in Taxation	MAcc with specialisation in Taxation	B6860	68601	BC686063 (Research)
Master of Accounting with specialisation in Auditing	MAcc with specialisation in Auditing	B6860	68601	BC686064 (Research)

Development Studies

These programmes will not be offered in 2019 if, in the sole discretion of the University of the Free State, a sufficient number of enrolments cannot be secured to render the programme sustainable.

Authorised Qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Master of Development Studies	MDevStud	B6771	67711	BC677178 (Option A)
Master of Development Studies	MDevStud	B6771	67711	BC677179 (Option B)
Master of Development Studies	MDevStud	B6871	68711	BC687171 (Research)

GENERAL INFORMATION APPLICABLE TO RESEARCH MASTERS DEGREES

Admission

Permission to follow a Master's Degree programme in a certain discipline must be obtained from the relevant departmental chair. Admission is further subject to departmental selection. This must be done prior to the student's registration for that particular year.

All students registered according to the dissertation option should, in collaboration with the study leader(s), prepare at least one article for publication in an approved research journal before the dissertation is submitted for examining.

Detail regarding the process to register and complete a Master's dissertation (also go up to all full Master's dissertation/ interrelated publishable manuscripts or published articles.

Students wishing to complete a Master's dissertation must comply with the following procedures:

- 1) Submit his/her academic record as part of an application to the relevant department and on the basis of the academic record obtain permission from the head of the relevant department to proceed with the process.
- 2) The relevant department may also require the applicant to write a language proficiency test, the results of which will be used, together with the student's academic record, to gain permission from the head of the department to proceed with the process.
- 3) Within three months of the registration, submit a research proposal to the relevant departmental Master's committee evaluating Master's research proposals and do a presentation on the proposal to the committee. The three months can be extended by another three months if the student has to resubmit his/her proposal – see below for more detail on resubmission. Note that 3 (+3) months is the maximum time allowed.
- 4) Submission, resubmission and approval of research proposals by the departmental master's committee should occur within the first 3 (+3) months of the registration. If after the 3 (+3) month period no research proposal was approved, the student cannot continue with a Master's degree. (Of course, heads of departments can use their discretion to allow continuation if sufficient grounds exist for doing so.)
- 5) The departmental master's committee should then consider approval of the proposal. Once approval is granted, the student is allowed to continue with his/her study. If approval is not granted, the student can be given a date within three months to resubmit the proposal. Thus, the research proposal should be finalised and approved within the first six months of registration.
- 6) Following approval by the departmental master's committee, the title, the supervisor(s) and assessors must be submitted for approval at the first upcoming meeting of the faculty's research committee. The internal supervisor should do the title registration and the registration of the supervisor(s) and assessors simultaneously.
- 7) In addition to approval of the research proposal at the departmental master's committee, the student may, following approval at the departmental master's committee, be required to also obtain ethical clearing at the relevant University ethical committee.
- 8) A research Master's Degree can be completed either as a research dissertation or two interrelated publishable manuscripts/published articles.

The requirement in respect of a Master's Degree by research is a minimum of two, two interrelated publishable manuscripts/published articles in the form of a manuscript that should be submitted to the supervisor.

- 9) The University distinguishes between full-time and part-time students. The time allocated for part-time studies is double that of full-time studies.
- 10) Students should re-register annually until completion of the Master's Degree.
- 11) The degree must be completed within the period prescribed by University regulations.

PRIVATE SECTOR MANAGEMENT

Rule F31	<p>Master of Commerce with specialisation in Business Management MCom with specialisation in Business Management (Research) Academic Plan code: BC680013 (Minimum total credits: 180)</p>
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General Information

Prospective students must apply in writing for admission to the programme to the departmental chair prior to registration. Application forms are available from the departmental chair, Department of Business Management. The programme can be taken full time or part time.

Preconditions for admission

A student must have obtained a Bachelor Honours Degree with an average of at least 65% and a mark of 65% for the Honours research report.

Curriculum

EMBM8900	A dissertation on an approved topic based on original research in a study field of Business Management.
Research credits	180

Rule F32	Master of Industrial Psychology MIndPsych (Structured) Academic Plan code: BC673101 (Minimum total credits: 218)
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Information

The purpose of the Master of Industrial Psychology programme is to provide students with a well-rounded education within the field of Industrial Psychology, equipping them with the necessary professional skills as required by the Health Professions Council of South Africa (HPCSA) to apply for registration as an Industrial Psychologist as well as providing them with an advanced practical knowledge of the field. Graduating with the Master of Industrial Psychology provides graduates with a further opportunity to enter into an internship programme and thereafter a board examination, in order to be able to register as Industrial Psychologists with the HPCSA.

Prospective students must apply in writing for admission to the programme. Application forms are available from the Department of Industrial Psychology. The application forms as well as an academic record and certified copies of programme certificates should be sent or faxed to the departmental chair of the Department of Industrial Psychology. Students who completed their undergraduate and postgraduate studies at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za.

Preconditions for Admission

Admission to this Master's Degree programme is subject to approval by the departmental chair and departmental selection committee based on a satisfactory study record. A student must have obtained a relevant Bachelor Honours Degree in Industrial Psychology (or an equivalent qualification at NQF Level 8) with an average of at least 65% and a mark of at least 65% for the honours research report. The department may also use the following as additional essential entrance criteria: competency-based interviews, in-basket exercises and/or the submission of an essay in which the applicant describes the focus of the envisaged study within the department's specific research focus areas.

Curriculum

The curriculum must be compiled according to the table set out below. Students will have a minimum of one year to complete the modules, if they study on a full-time basis. However, those students studying part-time will have two years to complete the degree. It is important to note that students are required to start with the programme during their first year of study.

Module name	Semester 1	Semester 2
FIRST ACADEMIC YEAR		
Advanced Career Psychology	ECAP7915	
Advanced Assessment	EASS7915	
Employee Wellbeing	EEWB7915	
Advanced Research Methodology	ERSM7914	
Advanced Organisation Psychology		EORG7925
Advanced Personnel Psychology		EPPS7925
Professional Ethics in the Workplace		EPEW7923
Mini-dissertation	EMID7900	EMID7900
SECOND ACADEMIC YEAR		
Mini-dissertation	EMID7900	EMID7900
Structured module credits	76	52
Research credits	90	

Rule F33	Master of Commerce <i>with specialisation in Industrial Psychology</i> MCom <i>with specialisation in Industrial Psychology</i> (Research) Academic Plan code: BC680031 (Minimum total credits: 180)
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Information

Admission to this Master's programme is subject to approval by the departmental chair based on a satisfactory study record. Prospective students must apply for admission to the programme in writing prior to registration. A letter of application as well as an academic record and certified copies of programme certificates should be sent or faxed to the departmental chair of the Department of Industrial Psychology.

Curriculum

EDIP8900	A Master's dissertation furnishing proof that the student is capable of producing scientific research.
Research credits	180

Rule F34	Master of Commerce with specialisation in Financial Economics and Investment Management MCom with specialisation in Financial Economics and Investment Management (Structured) Academic plan code: BC670022 (Minimum total credits: 192)
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Information

Admission to a Master's Degree programme is subject to approval by the chair of the department. To be admitted, a student should have obtained an average of at least 65% in his/her Bachelor Honours Degree programme. Prospective students must apply for admission to the programme in writing prior to registration. Students who completed their undergraduate and Bachelor Honours degrees at the UFS can obtain application forms from the chair of the Department of Economics. Students who completed their undergraduate studies and Bachelor Honours at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za.

If a student completed an Honours Degree in one field of specialisation presented in the department, but he/she wishes to complete a Master's Degree in another field that is also presented in the department, he/she may only do so with permission of the chair of the department. In addition, prior to enrolment, the student must first complete all the compulsory modules (or equivalents) of the Honours Degree corresponding to the Master's degree for which he/she wishes to enrol. Detailed information concerning the methods of presentation and the optimal compilation of a programme package is available from the chair of the Department of Economics.

Curriculum

Module description	Module codes	
	Semester 1	Semester 2
Macroeconomics	EMAC7916	
Advanced Time-series Econometrics		EECT6826
Applied Industrial Organisation		EMIC7926
	One of the following*	
Capita Selecta	EECS7916	
Quantitative Financial Risk Management	EQFR7916	
PLUS		
Mini-dissertation in Financial Economics and Investment Management	EEDI7900	EEDI7900
Structured module credits	48	48
Research credits	96	

*The availability of the electives may vary.

Rule F35	<p>Master of Commerce <i>with specialisation in Financial Economics and Investment Management</i> MCom <i>with specialisation in Financial Economics and Investment Management</i> (Research) Academic plan code: BC680022 (Minimum total credits: 180)</p>
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Information

Admission to a Master's degree programme is subject to approval by the departmental chair. To be admitted, a student should have obtained an average of at least 65% in his/her Bachelor Honours degree. In addition, a student wishing to be admitted to complete his/her Master's degree by dissertation should also have obtained at least 65% in his/her Bachelor Honours research report (or equivalent). Prospective students must apply for admission to the programme in writing prior to registration. Students who completed their undergraduate degree at the UFS can obtain application forms from the departmental chair. Students who completed their undergraduate studies at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za.

Curriculum

EED18900	A Master's dissertation in Financial Economics and Investment Management
Research credits	180

Rule F36	Master of Commerce with specialisation in Economics MCom with specialisation in Economics (Structured) Academic plan code: BC670020 (Minimum total credits: 192)
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Information

Admission to a Master's Degree programme is subject to approval by the chair of the department. To be admitted, a student should have obtained an average of at least 65% in his/her Bachelor Honours degree. Prospective students must apply for admission to the programme in writing prior to registration. Students who completed their undergraduate degree at the UFS can obtain application forms from the chair of the Department of Economics. Students who completed their undergraduate studies at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za.

If a student completed a Bachelor Honours degree in one field of specialisation presented in the department, but he/she wishes to complete a Master's degree in another field that is also presented in the department, he/she may only do so with permission of the chair of the department. In addition, prior to enrolment the student must first complete all the compulsory modules (or equivalents) of the Honours degree programme corresponding to the Master's degree programme for which he/she wishes to enrol. Detailed information concerning the methods of presentation and the optimal compilation of a programme package is available from the chair of the Department of Economics.

Curriculum

Module name	Semester 1	Semester 2
Macroeconomics	EMAC7916	
Applied Industrial Organisation		EMIC7926
Advanced Time-Series Econometrics		EECT6826
	One of the following:	
Capita Selecta	EECS7916	
Development Economics	EDEV7916	
PLUS		
Mini-dissertation in Economics	EEDE7900	EEDE7900
Structured module credits	48	48
Research credits	96	

Rule F37	Master of Commerce <i>with specialisation in Economics</i> MCom <i>with specialisation in Economics</i> (Research) Academic plan code: BC680020 (Minimum total credits: 180)
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Information

Admission to a Master's degree programme is subject to approval by the departmental chair. To be admitted, a student should have obtained an average of at least 65% in his/her Bachelor Honours degree. In addition, a student wishing to be admitted to complete his/her Master's degree by dissertation should also have obtained at least 65% in his/her Bachelor Honours research report (or equivalent). Prospective students must apply for admission to the programme in writing prior to registration. Students who completed their undergraduate degree at the UFS can obtain application forms from the departmental chair. Students who completed their undergraduate studies at another university need to apply through student administration, with an application form available on the University's website at www.ufs.ac.za.

Curriculum

EEDE8900	A Master's dissertation furnishing proof that the student is capable of conducting scientific research.
Research credits	180

Rule F38	Master of Public Administration MPA (Structured) Academic plan code: BC674040 (Minimum total credits: 186)
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Information

The MPA is an established career-focused postgraduate programme aimed at high-level management in the public sector. It is intended for graduates who have not necessarily had an undergraduate background in public administration or management, but who have gained relevant career experience in the public sector or related areas and who want to strengthen their management abilities.

To be admitted to the MPA degree programme a student must have obtained at Bachelor A Bachelor Honours degree must have passed the TALPS test on at least a level 4. The student needs to have at least five years career experience in the public sector at a managerial level.

Prospective students must apply in writing for admission to the programme before 30 September prior to registration in the following year. Application forms are available at the Department of Public Administration and Management. Permission to register for a MPA degree programme must be obtained from the head of the department prior to registration. A student in the MPA degree programme must be registered for a minimum of two years.

To be able to continue with the mini-dissertation in the second year of study, the student must have passed the EPAR7914 (research methodology) module, or equivalent module if that student completed his/her studies at another university.

Curriculum

Module name	Semester 1	Semester 2
FIRST ACADEMIC YEAR		
Research Methodology in Public Administration	EPAR7914	
Public Policy Management & Service Delivery	EPAP7914	
Public Financial Administration and Management	EPAF7914	
Public Human Resource Management		EPAH7924
Organisational Analysis & Inter-Governmental Relations		EPAO7924
Project Management for Public Managers		EPAP7924
SECOND ACADEMIC YEAR		
Mini-dissertation in Public Administration	EPAR7900	EPAR7900
Structured module credits	48	48
Research credits	90	

The topic for the mini-dissertation must be chosen in conjunction with the study leader. The mini-dissertation must be completed within two years after successful completion of the written examinations, failing which students will only be granted re-admission for a following year if proof can be provided that satisfactory progress is being made with the mini-dissertation.

Rule F39	Master of Administration MAdmin (Research) Academic plan code: BC684040 (Minimum total credits: 180)
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Information

To be admitted to the Master's degree programme a student must have obtained at least an average of 65% for his/her Bachelor Honours degree or a relevant postgraduate diploma with a research component and must have passed the TALPS on at least a level 4. In addition, a student must have obtained an average of 60% for the EPAR6808 or equivalent module if that student completed his/her studies at another university.

Applications will only be accepted twice a year. Prospective students must apply in writing for admission to the programme (before 30 April / 30 September) prior to registration in the following semester/year.

Application forms are available at the Department of Public Administration and Management. Permission to register for a Master's degree must be obtained prior to registration

A student for the Master's programme must be registered for a minimum of one year.

The MAdmin degree programme consists of a single advanced research project, culminating in the production and acceptance of a dissertation. All students registered according to the dissertation option should, in collaboration with the study promoter(s), prepare at least one article for publication in an approved research journal before submitting for examination.

EPAM8900	Dissertation in Public Administration
Research credits	180

ACCOUNTANCY

Rule F40	Master of Commerce <i>with specialisation in Financial Accounting</i> MCom <i>with specialisation in Financial Accounting (Research)</i> Academic plan code: BC685051 (Minimum total credits: 180)
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Information

Admission to this Master's programme is subject to approval by the programme director after successful completion of a relevant Bachelor Honours degree.

Curriculum

EFAC8900	Dissertation or interrelated, publishable manuscripts/published articles in Accounting
Research credits	180

Rule F41	Master of Commerce <i>with specialisation in Management Accounting</i> MCom <i>with specialisation in Management Accounting (Research)</i> Academic plan code: BC685052 (Minimum total credits: 180)
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Information

Admission to this Master's programme is subject to approval by the programme director after successful completion of a relevant Bachelor Honours degree.

Curriculum

EMAF8900	Dissertation or interrelated, publishable manuscripts/published articles in Accounting
Research credits	180

Rule F42	Master of Commerce <i>with specialisation in Taxation</i> MCom <i>with specialisation in Taxation</i> (Research) Academic plan code: BC685053 (Minimum total credits: 180)
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Information

Admission to this Master's programme is subject to approval by the programme director after successful completion of a relevant Bachelor Honours degree.

Curriculum

EBEL8900	Dissertation or interrelated, publishable manuscripts/published articles in Accounting
Research credits	180

Rule F43	Master of Commerce <i>with specialisation in Auditing</i> MCom <i>with specialisation in Auditing</i> (Research) Academic plan code: BC685054 (Minimum total credits: 180)
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Information

Admission to this Master's programme is subject to approval by the programme director after successful completion of a relevant Bachelor Honours degree.

Curriculum

EAUD8900	Dissertation or interrelated, publishable manuscripts/published articles in Accounting
Research credits	180

Rule F44	Master of Accounting <i>with specialisation in Financial Accounting</i> MAcc <i>with specialisation in Financial Accounting (Research)</i> Academic plan code: BC686061 (Minimum total credits: 180)
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Information

Admission to the Master's programme is subject to approval by the programme director after successful completion of a relevant Bachelor Honours Degree.

Curriculum

EFIN8900	Dissertation or interrelated, publishable manuscripts/published Articles in Accounting
Research credits	180

Rule F45	Master of Accounting <i>with specialisation in Management Accounting</i> MAcc <i>with specialisation in Management Accounting (Research)</i> Academic plan code: BC686062 (Minimum total credits: 180)
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Information

Admission to the Master's programme is subject to approval by the programme director after successful completion of a relevant Honours Degree.

Curriculum

EBRF8900	Dissertation or interrelated, publishable manuscripts/published Articles in Accounting
Research credits	180

Rule F46	Master of Accounting <i>with specialisation in Taxation</i> MAcc <i>with specialisation in Taxation (Research)</i> Academic plan code: BC686063 (Minimum total credits: 180)
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Information

Admission to the Master's programme is subject to approval by the programme director after successful completion of a relevant Honours Degree.

Curriculum

EBLS8900	Dissertation or interrelated, publishable manuscripts/published Articles in Accounting
Research credits	180

Rule F47	Master of Accounting <i>with specialisation in Auditing</i> MAcc <i>with specialisation in Auditing</i> (Research) Academic plan code: BC686064 (Minimum total credits: 180)
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Information

Admission to the Master's programme is subject to approval by the programme director after successful completion of a relevant Honours Degree.

Curriculum

EODT8900	Dissertation or interrelated, publishable manuscripts/published Articles in Accounting
Research credits	180

DEVELOPMENT STUDIES

The Centre for Development Support (CDS) is presenting an interdisciplinary Master of Development Studies degree programme with lecturers from different departments and centres at the University and several other collaborating universities facilitating module material.

The CDS has completed several rapid assessments identifying a large demand for qualified development managers and development workers in the public, NGO and private sectors in Southern Africa. This training field is relatively untapped and a niche market exists to deepen the understanding of development issues among participants. The programme definitely meets the expectations and needs of society.

Admission

Over and above the general rules regarding admission to this University and the admission to the Master's degree, the following admission requirements must be met:

- A recognised qualification with 120 credits at NQF Level 8 or equivalent by means of Recognition of Prior Learning (RPL).
- A satisfactory academic record.
- Five years of work-related learning experience in development.

Prospective applicants need to complete an application form and hand in the following:

- MDS application.
- Recommendation forms.
- An essay on what you consider as the major development challenges facing your region.
- Motivation on why you wish to be included in the Master of Development Studies degree programme.
- Proof of successful completion of the TALPS test on at least level 4.
- Academic record.

- Curriculum Vitae.

A selection takes place at the end of the year and the admission requirements apply. An admission committee will assess all applicants' prior learning against a set of outcomes written according to level descriptors at NQF Level 8. Student enrollment will depend on the availability of staff and resources.

To be able to continue with the mini-dissertation in the second year of study, the student must have passed the EDSD7905 (research methodology) module.

F48	Master of Development Studies MDevStud (Structured) Academic Plan code: BC677178 (Option A) (Minimum total credits: 200)
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Curriculum

Module name	Old code	New code
FIRST ACADEMIC YEAR (Compulsory)		
Development, Underdevelopment and Poverty	MDS 701	EDSA7905
Governance and Development	MDS 702	EDSB7905
Development and Natural Environment	MDS 703	EDSC7905
Applied Development Research	MDS 704	EDSD7905
Project Management for Development	MDS 705	EDSE7905
SECOND ACADEMIC YEAR (Electives & compulsory mini-dissertation)		
		Electives with a total of 40 credits
Rural and Agrarian Development	MDS 706	EDSF7905
Gender and Development	MDS 707	EDSG7905
Tourism and Development	MDS 708	EDSH7905
Entrepreneurship and Development	MDS 709	EDSI7905
Human Settlement in a Developing Context	MDS 710	EDSJ7905
Local Economic Development	MDS 711	EDSK7905
Health and Development	MDS 712	EDSL7900
Conflict and Development	MDS 715	EDSM7905
PLUS		

Mini-dissertation	MDS791	EMDS7900
Structured module credits	140	
Research credits	60	

F49	Master of Development Studies MDevStud (Structured) Academic Plan code: BC677179 (Option B) (Minimum total credits: 200)
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Module name (Compulsory)	Old code	New code
FIRST YEAR OF STUDY		
Development, Underdevelopment and Poverty	MDS 701	EDSA7905
Governance and Development	MDS 702	EDSB7905
Development and Natural Environment	MDS 703	EDSC7905
Applied Development Research	MDS 704	EDSD7905
Project Management for Development	MDS 705	EDSE7905
SECOND YEAR OF STUDY		
Mini-dissertation	MDS794	EDSA7900
Structured module credits	100	
Research credits	100	

F50	Master of Development Studies MDevStud (<u>Research</u>) (Minimum total credits: 180)
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Students selecting this option have to submit a research Master's dissertation or the equivalent of (must relate to Institutional Rules) two publishable related articles, on one approved topic, and presented in a format suitable for publication as accredited articles.

EMDS8900	Dissertation or interrelated, publishable manuscripts/ published articles in Development Studies
Research credits	180

Doctoral Degree Programmes

Rule F51	Doctor of Philosophy PhD (Minimum total credits: 360)
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A Doctoral degree is intended for people who would like to pursue further studies after completing a relevant Master's degree. A Doctoral degree can be granted in this faculty on the grounds of a thesis or a number of interrelated, publishable manuscripts/published articles in one of the following disciplines.

Doctor of Philosophy <i>with specialisation in Business Management</i> PhD <i>with specialisation in Business Management</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690013		EPBM9100

Doctor of Philosophy <i>with specialisation in Industrial Psychology</i> PhD <i>with specialisation in Industrial Psychology</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690031		ETIP9100

Doctor of Philosophy <i>with specialisation in Economics</i> PhD <i>with specialisation in Economics</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690020		EEDE9100

Doctor of Philosophy <i>with specialisation in Public Administration and Management</i> PhD <i>with specialisation in Public Administration and Management</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690040		EPAM9100

Doctor of Philosophy <i>with specialisation in Financial Accounting</i> PhD <i>with specialisation in Financial Accounting</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690060		EFIN9100

Doctor of Philosophy <i>with specialisation in Management Accounting</i> PhD <i>with specialisation in Management Accounting</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690062		EBRF9100

Doctor of Philosophy <i>with specialisation in Taxation</i> PhD <i>with specialisation in Taxation</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690063		EBSL9100

Doctor of Philosophy <i>with specialisation in Auditing</i> PhD <i>with specialisation in Auditing</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690064		EODT9100

Doctor of Philosophy <i>with specialisation in Development Studies</i> PhD <i>with specialisation in Development Studies</i>				
Programme code	Degree code	Academic code	Plan	Module code
B6900	69001	BC690071		EMDS9100

Admission

Admission to a Doctoral degree programme is subject to approval by the particular departmental chair and/or programme director in which the degree is envisaged, based on a satisfactory academic background and the submission of an approved research proposal in conjunction with the prescribed procedures of the particular department.

No mini-dissertations or dissertations of less than 60 credits or with a duration of less than one academic year will be sufficient to be considered for admittance to a PhD. Adherence to the stated requirements will not necessarily guarantee admission to the PhD.

All students registered should, in collaboration with the promoter(s), prepare at least one article for publication in an approved research journal before the thesis is submitted for examining. Students who wish to pursue the interrelated, publishable manuscripts/published articles route should do so in compliance with UFS guidelines.

Detail regarding the process to register and complete a Doctoral thesis

Students wishing to complete a Doctoral Degree must comply with the following procedures:

- 1) Submit his/her academic record as part of an application to the relevant department.
- 2) Submit a copy of his/her Master's Degree dissertation/mini-dissertation to be used by the relevant department to assess the applicant's writing skills.
- 3) The relevant department may also require the applicant to write a language proficiency test, the results of which will be used in the application assessment process.
- 4) Based on the capacity to provide supervision to unregistered students write and submit an essay (of not more than 5 000 words) under controlled supervision, in which the applicant describes the scope, focus and envisaged field of the study.
- 5) The relevant department will use the documents listed in (1) to (4) to decide on admission of the student to the Doctoral degree programme.

- 6) Once admitted the student must complete a research proposal within six months (for full-time studies, 12 months for part-time studies). Therefore, full-time students who register in January (July) need to present their research proposal to the relevant department in the following July/August (January/February). Part-time students who register in January (July) need to present their research proposal to the relevant department in the following January/February (July/August).
- 7) Once the relevant department approves the research proposal, the student needs to present the research proposal to the faculty research committee at its September (March) meeting. If approved, the student is allowed to register for the next academic year.
- 8) The faculty research committee may request the student to resubmit the research proposal at its November (May) meeting. If approved at the November (May) meeting, the student is allowed to register for the next academic year.
 - a. If changes required are small, the resubmission is done only in writing at the November (May) meeting of the faculty research committee. The changed written proposal as well as a cover letter from the student setting out how the student addressed the issues raised by the committee must be submitted to the committee at least two weeks before the meeting.
 - b. If the changes required are more substantial the faculty research committee may require that along with the resubmission the student present the proposal again to the committee. This will be done at the November (May) meeting.
- 9) If the proposal is academically seriously lacking, the faculty research committee has the authority to reject the proposal outright, either at the September (March) or November (May) meeting. Outright rejection implies that the student cannot register for the next academic year of the Doctoral degree programme and also does not get another opportunity to present the proposal.
- 10) Once the faculty's research committee approves the proposal, the title of the thesis as well as the supervisors will be registered. Assessors can be registered later.
- 11) If after the first year of registration no research proposal has been approved, the student cannot continue with the Doctoral degree programme. (Heads of department or the faculty research committee can use their discretion to allow continuation if sufficient grounds exist for doing so.)

- 12) If, after the faculty research committee accepted the proposal, the student makes small changes to the title of the thesis, the relevant departmental Doctoral committee and the Faculty's Research Committee must approve these changes. The student need not submit a new research proposal. Such small changes should not involve substantial changes to the topic. Should significant and substantial changes be made to the title and content of the thesis (i.e. a change of topic), the student may be required to submit a new proposal and undergo the full approval process anew.
- 13) In addition to approval of the research proposal at the faculty research committee, the student may, following approval at the faculty research committee, be required to also obtain ethical clearing at the relevant University ethical committee.
- 14) A Doctoral Degree can be completed either as a Doctoral thesis or interrelated, publishable manuscripts/published articles written under the guidance of a promoter or a promoter and a co-promoter(s). The requirement in respect of a Doctoral Degree in the form of publishable, interrelated articles is that at least three interrelated, publishable manuscripts/published articles are submitted.
- 15) Students must re-register annually until completion of the Doctoral degree.
- 16) The degree must be completed within the period prescribed by University regulations.