



University of the Free State
**Faculty of Economic and
Management Sciences**

QwaQwa Campus

Rule Book 2020



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Undergraduate Programmes

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 programmes and study programmes in the Faculty of Economic and Management Sciences (EMS).

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.

All registered EMS undergraduate students must adhere to the **Faculty of Economic and Management Sciences Rules and General Rules for Undergraduate Qualifications, Postgraduate Diplomas, Bachelor Honours Degrees, Master's Degrees, Degrees, Higher Doctorates, Honorary Degrees and the Convocation** (hereafter referred to as Faculty Rules and General Rules respectively).

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

General Rules, which are applicable to all faculties, and consequently apply to programmes in this faculty. Unless specifically stated otherwise, the **General Rules for undergraduate programmes** apply to all the programmes listed here.

The General Rules contain basic information such as the following:

- Student registration; module modifications; simultaneous registration; curriculum 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), is 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, regardless of the NBTs score Faculty Rules, which specifically apply to the programmes 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 Degree Programmes

Information

The Bachelor 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 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 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; and
- 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 an undergraduate degree or diploma qualification. 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 QwaQwa Campus i.e. the second year of the extended curriculum programme.

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

Authorised qualification name	Abbreviation	Programme code	Degree code	Academic PLAN code
Bachelor of Commerce <i>with specialisation in General Management</i>	<i>BCom with specialisation in General Management</i>	Q6300	63001	QC630001
Bachelor of Commerce <i>with specialisation in General Management*</i>	<i>BCom with specialisation in General Management*</i>	Q63E2	63001	QC6300E2

* *Extended curriculum programme*

Public Sector Management

Authorised qualification name	Abbreviation	Programme code	Degree code	Academic plan code
Bachelor of Administration	BAdmin	Q6340	63401	QC634040
Bachelor of Administration*	BAdmin*	Q63E1	63401	QC6340E1

* *Extended curriculum programme*

Rules

Faculty requirements

General admission requirements

It is the responsibility of students to be conversant with the most recent version of the General rules, as well as the Faculty Rules. Over and above the rules in this document, the definitions and rules set out in the ⁴General Rules apply. A copy of these rules may be obtained from the university's web site ⁴. The prospective student's attention is drawn to:

- A1: General Rules
- A2: Applying for Admission

Additionally, minimum Admission Points and National Senior Certificate performance levels must be met for the programmes in this document, as set out in the table below.

Programme	Minimum Admission Point (AP) and National Senior Certificate Performance Levels
BCom with specialisation in General Management	AP = 28 Mathematics = Achievement level 4 (50%)
BCom with specialisation in General Management ¹ (extended curriculum programme)	AP = 23 – 27 Mathematics = Achievement level 3 (40%)
BAdmin	AP = 28
BAdmin ^{2, 3} (extended curriculum programme)	AP = 23 – 27

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.

⁴ <https://www.ufs.ac.za/about-the-ufs/governance/policy-documents>

Credit Values and Names of Modules

Department of Economics

Module code	Credits	Name of module
EECF1614	16	Economic Systems and Basic Microeconomics
EECF1624	16	Introduction to Macroeconomics
EMIC2714	16	Microeconomics
EMAC2724	16	Macroeconomics
EINT3715	20	International Economics
EECT3725	20	South African Macroeconomic Policy Issues
EFEF1624	16	Personal Finance

Department of Business Management

Module code	Credits	Name of module
EBUS1514	16	Business Functions
EBUS1624	16	General Management
EBUS1614	16	Business Dynamics
ESBM2724	16	Small Business Management
EBUS2714	16	Entrepreneurship
EBUS2715	20	Strategic Management

Department of Industrial Psychology

Module code	Credits	Name of module
EHRM1514	16	Introduction to Human Resources Management
EIOP1524	16	Introduction to Individual Differences
ECAP2614	16	Career Psychology
ELRM2624	16	Labour Relations Management
EPFM3724	16	Performance Management
EORG3715	20	Organisational Psychology

School of Accountancy

Module code	Credits	Name of module
EACC1614	16	Accounting
EACC1624	16	Accounting
EACC2608	32	Accounting
EACC3708	32	Accounting
EMFM2624	16	Managerial Accounting

Department of Public Administration and Management

Module code	Credits	Name of module
EPAM1514	16	Public Administration and Management Theories
EPAM1624	16	Public Administration and Management in Action
EPAM2614	16	Micro- and Macro-organisational Analysis
EMMA2624	16	The Local Government Policy and Legislative Environment
EMMA2614	16	Introduction to South African Local Government
EMMA3714	16	Contemporary Issues in Local Government
EPAM3714	16	Public Financial Management
EMMA3725	20	Municipal Finances
EPAM3725	20	Public Policy Administration and Management
EPAL3714	16	Public Administration and Management Law
EPAH1624	16	HRM in the Public Sector
ESCM2724	16	Supply Chain Management
EMEP2624	16	Monitoring and Evaluation in the Public Sector

Additional core modules

Module code	Credits	Name of module
EBCS1514	16	Business Calculations
EBCS1524	16	Business Calculations
ECPM1514	16	Calculations for Public Managers
UFS101	16	Undergraduate Core Curriculum

Modules for the Extended Curriculum Programmes

Module code	Equivalent mainstream code	Credits	Name of module
EFPA2515	EPAM1514	20	Public Administration and Management Theories
EFPA2625	EPAM1624	20	Public Administration and Management in Action
EFPH2625	EPAH1624	20	Human Resource Management in the Public Sector
EFHR1515	EHRM1514	20	Introduction to Human Resource Management
EFIO1525	EIOP1524	20	Introduction to Individual Differences
EFBM2515	EBUS1514	20	Business Functions
EFBM2625	EBUS1624	20	General Management
EFEC2614	EECF1614	16	Economic Systems and Basic Microeconomics
EFEC2624	EECF1624	16	Introduction to Macroeconomics
EFBC2514	EBCS1514	16	Business Calculations
EFBC2524	EBCS1524	16	Business Calculations
EFPC2514	ECPM1514	16	Calculations for Public Managers
EFCC2614	EACC1614	16	Accounting
EFCC2624	EACC1624	16	Accounting

Progression Rules Regarding Admission to Modules in the Following Study Year

With due allowance for the module requirements, students are generally required to attain the following minimum achievements in each study programme, for which the prescribed module combinations for each academic year, according to the curriculum, have been stipulated. Unless a faculty determines a higher requirement for progression, that which is published in the faculty's rulebook, these progression rules will apply.

Module code changes, equivalent modules and transition rules

- Current students who registered for the first time in 2015 and onwards, without a break in registration, should follow the curricula in the Rule Book of the first year of registration and use the new eight-digit module codes.
- 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.

The progression requirements are the following:

(a) In the first study year of all undergraduate programmes, students are required to pass 35% of the minimum required compulsory and elective credits for the academic year as stipulated in the curriculum, to be allowed to start with the second year's study.

(b) In the second study year of all undergraduate programmes, students are required to pass at least 45% of the minimum required compulsory and elective credits for the academic year as stipulated in the curriculum, to be able to start with the next year's study.

(c) In all other study years of undergraduate programmes, students are required to pass at least 60% of the minimum required compulsory and elective credits for that specific academic year as stipulated in the curriculum to be able to progress to the next year of study.

(d) Where a student does not qualify to start with the next year's study, the student may, on recommendation of the programme director, with the dean's permission register for the outstanding modules and may, if the dean grants permission, repeat the relevant academic year. In addition, the student may, on recommendation of the programme director, 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 thirty-two (32) credits above the normal curriculum requirements for the programme in a specific study year.

(e) In respect of the Qwaqwa Campus the Assistant Dean, on the recommendation of the programme director may grant permission, where a student does not qualify to start with the next year's study, for the student to register for the outstanding modules and with permission from the assistant dean, repeat the relevant academic year.

(f) A student who repeats a study year must either match or exceed the requirement in respect of the percentage of modules stipulated in the General Rules before she/he shall be allowed to continue with the next study year of the programme in the following calendar year.

(h) Students enrolled for HCerts (access) and distance-learning programmes of the South Campus are excluded in terms of the General Rules and should follow the programme-specific progression requirements.

Duration of Study

The General Rules stipulates that, except in cases where the Council, *via* the Senate implements new rules with immediate effect, a student may, for an undergraduate qualification, only register at the UFS for the minimum period allowed for that qualification plus an additional two (2) 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 registration. Should there be an interruption to the student's study, the rules applicable to the time of the registration after interruption will apply.

Module Prerequisites

Please note that students from other faculties must also comply with the prerequisites as indicated below.

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	EECF1614 or EFEC2614
EMAC2724	EECF1624 or EFEC2624
EINT3715	EECF1624 or EFEC2624
EECT3725	EECF1624 and EMAC2724

Department of Business Management

Module	Module prerequisite
EBUS2715	EBUS1624

School of Accountancy

Module	Module prerequisite
EACC2608	EACC1614 and/or EACC1624
EACC3708	EACC2608

Extended curriculum programme

Module	Module prerequisite
EFEC2614	MATD1554 & MATD1584 or National Senior Certificate with Mathematics performance level 4
EFEC2624	MATD1554 & MATD1584 or National Senior Certificate with Mathematics performance level 4

Undergraduate Studies

Private Sector Management

General Information

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, Business 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.

Bachelor of Commerce *with specialisation in General Management*

Rule 16 BCom with specialisation in General Management
 Minimum total credits: 448
 Academic plan code: QC630001

Compulsory modules	First academic year		Second academic year		Third academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Business Functions	EBUS1514					
General Management				EBUS1624		
Business Dynamics			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			
Management Accounting				EMAC2624		
Introduction to Human Resource Management	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		OR	
Accounting					EACC3708	
OR			OR		OR	
Career Psychology			ECAP2614			
International Economics					EINT3715	
South African Economic Policy Issues						EECT3725
OR			OR		OR	
Labour Relations Management				ELRM2624		
Training Management OR Performance Management or					ETRM3714	EPFM3724
Organisational Psychology					EORG3715	
Minimum credits towards degree	80	80	64	80	64	80
	160		144		144	
Total credits	448					

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Rule F16continued

Developmental modules	First academic year		Second academic year		Third academic year	
	Sem 1	Sem 2	Sem 1	Sem 2	Sem 1	Sem 2
Undergraduate Core Curriculum	UFS101					
Academic Literacy	EALE1508					
Additional credits for developmental modules	32					
Undergraduate Core Curriculum	16					

Information for students who intend applying for admission to one of the two following Bachelor Honours Degrees in future.

1. BCom Honours with specialisation in Marketing

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

2. BCom with specialisation in Industrial Psychology

Students are advised to register for the EARH3724 module in the second semester of their fourth academic year.

Bachelor of Commerce with specialisation in General Management (extended curriculum programme)

Rule 17 BCom with specialisation in General Management
(extended curriculum programme)
Minimum total credits: 436 plus 96 developmental credits
Academic Plan code: QC6300E2

Compulsory modules	First academic year		Second academic year		Third academic year		Fourth academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Business Functions			EFBM2515					
General Management				EFBM2625				
Business Dynamics					EBUS1614			
Small Business Management								ESBM2724
Strategic Management							EBUS2715	
Entrepreneurship							EBUS2714	
Economic Systems and Basic Microeconomics			EFEC2614					
Introduction to Macroeconomics				EFEC2624				
Microeconomics					EMIC2714			
Macroeconomics						EMAC2724		
Accounting			EFCC2614	EFCC2624				
Accounting					EACC2608			
Introduction to Human Resource Management	EFHR1515							
Introduction to Individual Differences		EFIO1525						
Managerial Accounting						EMAC2624		
Personal Finance								EFEF1624
Business Calculations			EFBC2514	EFBC2524				

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Rule F17 continued

Elective modules	First academic year		Second academic year		Third academic year		Fourth academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
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	
Micro- and Macro-organisational analysis					EPAM2614			
Public Human Resource Management						EPAH1624		
OR					OR		OR	
Career Psychology					ECAP2614			
International Economics							EINT3715	
South African Economic Policy issues								EECT3725
Labour Relations Management						ELRM2624		
OR							OR	
Training Management Performance Management or Organisational Psychology							ETRM3714	EPFM3724
							EORG3715	
Minimum credits towards degree	20	20	68	68	64	64	68	64
	40		136		128		132	
	Total credits: 436							
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Rule F17 continued

Developmental modules	First academic year		Second academic year		Third academic year		Fourth academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Skills for Lifelong Learning	SCLL1508							
Academic Literacy	EALE1508							
Undergraduate Core Curriculum					UFS101			
Mathematical Literacy	MATD1554	MATD1584						
Additional credits for developmental modules	96							
Undergraduate Core Curriculum					16			

Information for students who intend applying for admission to one of the two following Bachelor Honours Degrees in future.

1. BCom Honours *with specialisation in Marketing*

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

2. BCom *with specialisation in Industrial Psychology*

Students are advised to register for the EARH3724 module in the second semester of their fourth academic year.

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.

Bachelor of Administration

Rule F18 BAdmin
 (Minimum total credits: 376)
 Academic Plan code: QC634040

Compulsory modules	First academic year		Second academic year		Third academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Public Administration and Management Theories	EPAM1514					
Public Administration and Management in Action		EPAM1624				
Micro- and Macro-organisational Analysis			EPAM2614			
Introduction to South African Local Government			EMMA2614			
Human Resource Management in the Public Sector		EPAH1624				
The Local Government Policy and Legislative Environment				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		

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Rule F18 continued

Elective modules	First academic year		Second academic year		Third academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
			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			POLS2634*			
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	
	Total credits: 376					
Developmental modules						
Undergraduate Core Curriculum	UFS101					
Academic Literacy	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.

Bachelor of Administration (extended curriculum programme)

Rule F19 BAdmin
 (extended curriculum programme)
 Minimum total credits: 416 plus 96 developmental credits
 Academic Plan code: QC6340E1

Compulsory modules	First academic year		Second academic year		Third academic year		Fourth academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Public Administration and Management Theories			EFPA2515					
Public Administration and Management in Action				EFPA2625				
Micro- & Macro-organisational Analysis					EPAM2614			
Introduction to South African Local Government					EMMA2614			
Human Resource Management in the Public Sector				EFPH2625				
The Local Government Policy and Legislative Environment						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		
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Rule F19 continued

Compulsory modules (ctd.)	First academic year		Second academic year		Third academic year		Fourth academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
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							POLS371 4*	
Ideology & Political Theory								POLS3724 *
Minimum credits towards degree	20	20	52	76	48	80	64	56
	40		128		128		120	
	Total credits: 413							
<i>Table continues on next page...</i>								

Rule F19 continued

Developmental modules	First academic year		Second academic year		Third academic year		Fourth academic year	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Developmental modules								
Undergraduate Core Curriculum					UFS101			
Mathematical Literacy	MTDE1508							
Skills for Lifelong Learning	SCLL1508							
Academic Literacy EMS	EALE1508							
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.