Application to Graduation Guide
2024

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
100 1922 2022

Faculty of Commerce, Law and Management

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1. Service Charter

Faculty of Commerce, Law and Management Faculty Registrar's Office

We are committed in:

- achieving efficient and effective service orientated processes;

- providing professional, reliable and helpful services;

- treating our customers and colleagues with courtesy, fairness friendliness;

- providing answers to your queries promptly and effectively;

- providing you with accurate and quality information;

- responding to you in a friendly professional manner;

- respecting your backgrounds and individual needs;

- listening carefully to your request and take time to fully understand what you need;

- replying to your emails and telephonic enquiries within 48 hours;

- ensuring that your enquiry is referred to correct person if we are unable to assist;

Your responsibilities are to:

- treat our staff and your peers with courtesy and respect;

- respect our environment and facilities;

- provide us with detailed and accurate information (student number);

- make sure that you explain your query clearly with as much information as possible;

- contact us if we made an error on your student record;

- provide us with feedback on our service;

- familiarise yourself with the rules and procedures of the Faculty

- respect health and safety regulations when on campus

Feedback

We value your feedback and comments and welcome any suggestions you may have on how services may be improved. Please contact the Faculty Office: Telephone: 011 717 8001 (Marike Bosman) or Email: marike.bosman@wits.ac.za Your feedback will be treated in confidence!

2. <u>Contact Details of Faculty/School Officers – Online Programmes</u>

Staff member	E-mail address	Telephone extension	Responsibilities
Mr Naison Magumise	Naison.magumise@higheredpartners.co.za	011 589 5838	Team Manager: Enrolment and Retention Services • Assists candidates with the application process • Assists with application document collection • Assists candidates with payment processes and collection • Acts as liaison with the Faculty and School
Ms Julie Poyser	Julie.Poyser@wits.ac.za	MSTeams 00200286@wits.ac.za 011 71 78063 Reception 011 71 78007	Senior Faculty Officer • Capturing application decisions made by the academic departments • Assisting with student system enrolments • Processing of amendment and cancellation of registration forms • Coordinating ratification of results per intake • Servicing Faculty Committees • Allocation of students for graduations • Compilation of procedural documents.
Mrs Marike Bosman	Marike.Bosman@wits.ac.za	011 71 78001	Faculty Registrar • Oversees the Faculty Registry • Coordinates academic developments • Reports to the Dean
Ms Khotsofalo Mokoma	khotsofalo.mokoma@wits.ac.za	011 71 73148	Programme Coordinator Wits Business School • Student liaison for the School • Liaison with the Faculty • Provides administrative support to the Graduate School of Business Administration

Ms Noncedo Rwanqa	Noncedo.Rwanqa@wits.ac.za	011 71 73510	Admissions Officer Wits Business School • Administers application decisions • Liaison with the programme coordinator
Ms Refiloe Makhutle	refiloe.makhutle@wits.ac.za	011 71 72383	Senior Programme Coordinator Wits School of Governance • Oversees the administrative function of the programme. • Responsible for application decisions. • Responsible for capturing of marks for the Board of Examiners • Provides administrative support to the Wits School of Governance
Ms Bindu Cherian	bindu.cherian@wits.ac.za	011 71 73904	Academic Delivery Unit Manager Wits School of Governance • Oversight of academic programmes • Quality assurance • Management of student marks

3. Period of study

A postgraduate diploma in Public Management has a duration of twelve to eighteen months, for distance mode studies, this includes the field of Monitoring and Evaluation.

A postgraduate diploma in Business Administration has a minimum duration of twelve months by completing two modules per intake and a maximum duration of twenty-two months.

For noting, candidates that place their studies in abeyance must complete their qualification within the normal plus 1 period of study. I.e., if the normal period of study is twelve months and first registration takes place during 2020, and there is an abeyance period in 2021, the postgraduate diploma must be completed in 2022.

4. Application for Distance Mode Study

During the application process, prospective candidates for all online programmes offered by the Faculty apply for admission to their chosen programme of study by completing an online application form via the self-service portal. Each programme within the Faculty can then accept or reject an applicant based on that programme's assessment of his or her application.

4.1. How do candidates apply?

Prospective candidates apply online, the applications submission process is managed by the Student Enrolment Centre, Ground floor, Solomon Mahlangu House in partnership with Higher Ed Partners South Africa (HEP SA). https://online.wits.ac.za/study-online-at-wits-apply-now/ or https://self-service.wits.ac.za/

4.2. What supporting documents are required?

Application forms are completed online and may be considered incomplete, applications with insufficient supporting documents will not be assessed by the relevant department until the application checklist is complete. Candidates that do not submit the required supporting documents timely may be rejected due to the intensive intakes of the programme, alternately an applicant may request their application be moved to the following intake if pending documents are uploaded on time. All supporting documents are uploaded to the self-service portal by the candidate, thereafter documents are verified by the Student Enrolment Centre and HEP SA. As soon as the checklist is verified, the relevant department may assess the candidate's application/s.

Normally the following certified documents are required: the latest academic transcript with their final results, degree certificates, a comprehensive CV, proof of payment of application fee. International applicants must also submit a SAQA evaluation certificate. It is important for applicants to track the progress of their application as correspondence is provided to applicants regarding missing documents and other requirements that may delay the outcome of their application.

4.3. What is the deadline for the receipt of applications from candidates?

There are six intakes that candidates may apply for in an academic year. An academic year runs from January to December and online courses run for seven week per intake. Generally, applications open one - two months prior to the intake period (i.e., applications for Intake 1 open in October).

4.4. How do applications reach departments or programmes for selection?

Reports generated by the system are forwarded to the relevant departments for decision making, each application is assessed by the programme coordinator and the decision is captured by the administrator into the system managed by the University. The Faculty Officer captures the final offer into a programme if the student has satisfactorily met all the requirements of the School and Faculty.

4.5. How do programmes or departments select students?

Students are selected on an individual basis; this process is discussed below.

Departments / programmes that choose to evaluate each prospective student's application on its own merits are said to select students individually. Course coordinators of programmes accepting students on an individual basis do so according to the criteria set by the department, amongst which academic grades and <u>relevant</u> work experience are considered. All criteria undergo an approval process by the Faculty and the Senate. A programme that has not been approved and accredited by the University, Council of Higher Education and South African Qualifications Association (SAQA) may not be offered. Admissions criteria are laid out in the Faculty Rules and Syllabus book that is available for reading on
https://www.wits.ac.za/students/academic-matters/rules-and-syllabuses/

4.6. How are students informed about the results of their applications?

All candidates receive an outcome letter by email and may also track their application status on the self-service portal. https://self-service.wits.ac.za/

5. Course Registration

During the registration process, students who have been accepted for their chosen courses of study enroll formally in the Faculty of Commerce, Law and Management, online via the self-service portal. Students must pay their fees upfront and enroll each intake during an academic year until the completion of their qualification. The interface period of uploading registrations from the University student system (SIMS) to Canvas is 24 hours.

5.1. How do online students register?

The Faculty Registry and HEP SA sends communication to candidates on their Wits student emails with information regarding the enrolment process. The Faculty sets up the courses offered in an academic year on the student system that allows students to register per intake. Each intake has a course registration closing date, candidates that miss an enrolment period must defer their registration to the next period. Candidates should read the instructions carefully when selecting courses and validating their selections so as not to enrol for the incorrect course/s. **Please note that course registration is not an automated process after payment has been made, candidates are still required to select their courses online when self-registering.**

Registrations take place on the self-service portal. https://self-service.wits.ac.za/

Self-funding candidates and sponsored candidates should follow the below process for enrolment. Candidates with prior debt and a financial hold will be blocked from enrolment until the fees are settled and the hold removed by the financial office of the University. For sponsored candidates, employers are required to make at least two lump sum payments, one for each year of enrolment.

For noting, fees are subject to annual increases each January, it is recommended that should your studies extend into another academic year, a further quotation is sought.

Candidates receive a confirmation of registration (CDR) letter on their student emails within 24 hours of successful enrolment.

The University's main form of communication with candidates is through Wit's student emails only, this allows for server tracking and auditing purposes. Most requests are conducted by candidates using their self-service portal, such as financial statements, progress reports, final results, amending personal details, adding banking details for refund purposes, acknowledgement of debt, amongst others.

ONLINE REGISTRATIONS

SELF-FUNDING CANDIDATES

STEP 1. FIRM OFFER

Make sure you have accepted your offer into the programme to activate pre-enrolment.

STEP 2. PAYMENT

100% payment per course enrolment must be paid in advance to clear you for registration. To obtain a quotation go to Campus Finances - Fees Estimator and request a new quote.

STEP 3. SELF-SERVICE REGISTRATION

Access the portal to start enrolling. Reset your password if necessary https://self-service.wits.ac.za/

STEP 4. FOLLOW THE PROMPTS

Update your personal information, medical aid details, upload your Covid-19 certificate

STEP 5. SELECT YOUR COURSES

Click choices to select the courses, validate your selection. Tick the terms and conditions and click enrol.

STEP 6. ACCESS TO CANVAS

You will receive a proof of registration letter on your Wits student email and will receive access to Canvas within 24 hours.

https://witsstudyonline.instructure.com/
Use your student google account to log in
You can also download the Canvas app
when using your phone or tablet

Faculty of Commerce, Law & Management

WITS UNIVERSITY

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ONLINE REGISTRATIONS

SPONSORED CANDIDATES

STEP 1. FIRM OFFER

Make sure you have accepted your offer into the programme to activate pre-enrolment.

STEP 2. PAYMENT

Companies must provide a sponsor letter each year of registration. To obtain a quotation go to Campus Finances - Fees Estimator and request a new quote. Tax invoices are generated by the Wits Financial Aid & Scholarships Office upon request.

STEP 3. PAYMENTS CONT.

Outstanding debts from the previous year will block enrolment. Candidates must complete an historical acknowledgement of debt and upload a sponsorship letter for the new academic year on the self-service portal.

The Financial Aid & Scholarships Office will verify your uploaded document. When approved you may proceed with registration.

The Faculty will need to enrol on your behalf if there is insufficient credit in your student fees account.

For noting: Ensure that any payments made by your sponsor reflect on your student fees statement.

STEP 4. SELF-SERVICE REGISTRATION

Access the portal to start enrolling. Reset your password if necessary
https://self-service.wits.ac.za/

STEP 5. FOLLOW THE PROMPTS

Update your personal information, medical aid details, upload your Covid-19 certificate

STEP 6. SELECT YOUR COURSES

Tick your course selection on the enrolment page, to choose additional courses click choices, validate your selection. Tick the terms and conditions and click enrol.

STEP 7. ACCESS TO CANVAS

You will receive a proof of registration letter on your Wits student email and will receive access to Canvas within 24 hours.

https://witsstudyonline.instructure.com/
Use your student google account to log in

You can also download the Canvas app when using your phone or tablet

SPONSORSHIP LETTER UPLOAD IS NOW ONLINE

Students who are funded can now submit a sponsorship letter to the Financial Aid Office online.

The online upload process is as follows:

1 Log onto the student self-service portal: https://self-service.wits.ac.za

2 Click on the Financial Aid tile

3 Click on Sponsor Letter Upload

4 Select "Begin new upload "on the drop down list for "Letter Action" to start the process

5 Read instructions on each step before you proceed
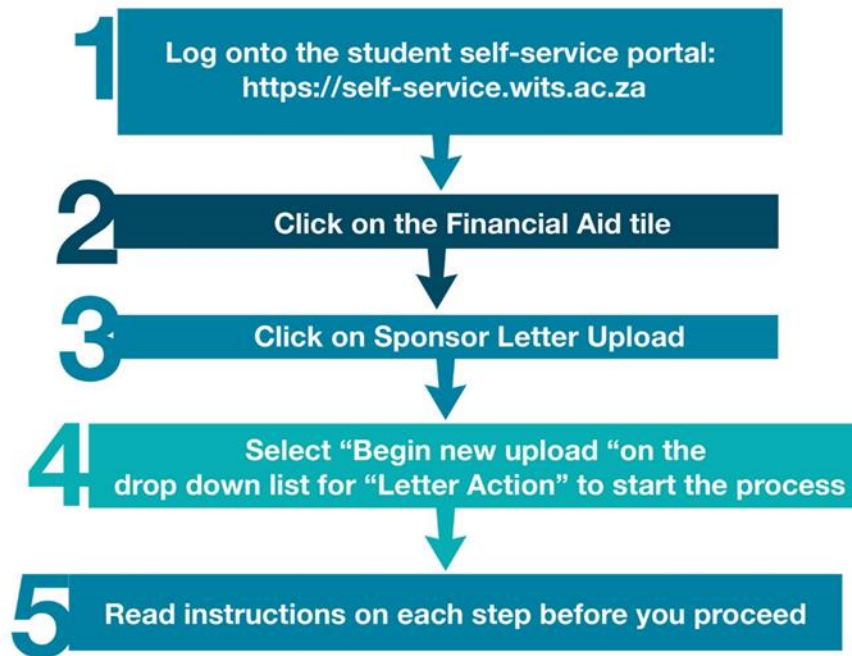
NB - Applications will be assessed within 48 business hours provided all required information has been submitted.

Benefits of this process:
- Students Upfront Fee payment (OFE) flag can be lowered
- Facilitate payment of fees-sponsored students
- Fast track the lowering of outstanding fees flag (SFB)
- Facilitate the payments of allowances

#NoMoreQueues

5.2.   Course Carousel

An academic committee, plan and discuss courses offered during the various intakes. Some of the course offerings are repeated later in the academic year, allowing candidates some flexibility when selecting an intake. Each intake normally runs for seven weeks with weekly assignments and a final exam equivalent in the last week. Please note that should students place their studies into intermission or take a gap year, all remaining courses must be

completed the following academic year. Carousels are subject to change and courses may not necessarily fall within the same intake during the following year, meaning the completion time may be longer in some instances.

PROGRAM	INTAKE 1 COURSES	INTAKE 2 COURSES	INTAKE 3 COURSES	INTAKE 4 COURSES	INTAKE 5 COURSES	INTAKE 6 COURSES
Course start date	17 January to 11 March	14 March to 6 May	9 May to 01-Jul	4 July to 26-Aug	29 August to 21-Oct	24 October 2022 to 16 Dec
Registration dates	**OPEN:** 03-Jan-22 **CLOSE:** 16-Jan-22	**OPEN:** 15-Jan-22 **CLOSE:** 13-Mar-22	**OPEN:** 21 Mrch 2022 **CLOSE:** 06-May-22	**OPEN:** 16-May-22 **CLOSE:** 30-Jun-22	**OPEN:** 11-Jul-22 **CLOSE:** 25-Aug-22	**OPEN:** 05-Sep-22 **CLOSE:** 17-Oct-22
Payment Due date	10-Jan-22	09-Mar-22	02-May-22	25-Jun-22	20-Aug-22	12-Oct-22

5.3.   How do I access my courses on Ulwazi

a) Firstly, register online or with the assistance of the senior faculty officer. You will be required to create your own password, use the below link to reset the password: https://witsapps.wits.ac.za/studentpasswordreset/

b) Secondly, ensure that you can access your student email account via Gmail Sign In and click on "Add another account"

c) Thirdly, access this link log in and familiarise yourself with the teaching platform https://ulwazi.wits.ac.za/

d) Review the orientation pack.

e) For noting, course lecturers normally publish the course material on Ulwazi the weekend prior to the lecture start date.

NB: If you still cannot see your course/s on Ulwazi on the first day of the course start date please consult with the Faculty Registry office and senior faculty officer immediately.

5.4.   Late assignments and submissions

Information on reading materials and lecture information is available on the following links on the Canvas portal: Announcements, Discussions, Quizzes, BookShelf.

Candidates that are unable to submit any coursework requirement by a given deadline must consult directly with the relevant lecturer in a timely manner. Extensions may be provided in extenuating circumstances.

There are
no shortcuts
to any place
worth going.

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BEVERLY SILLS
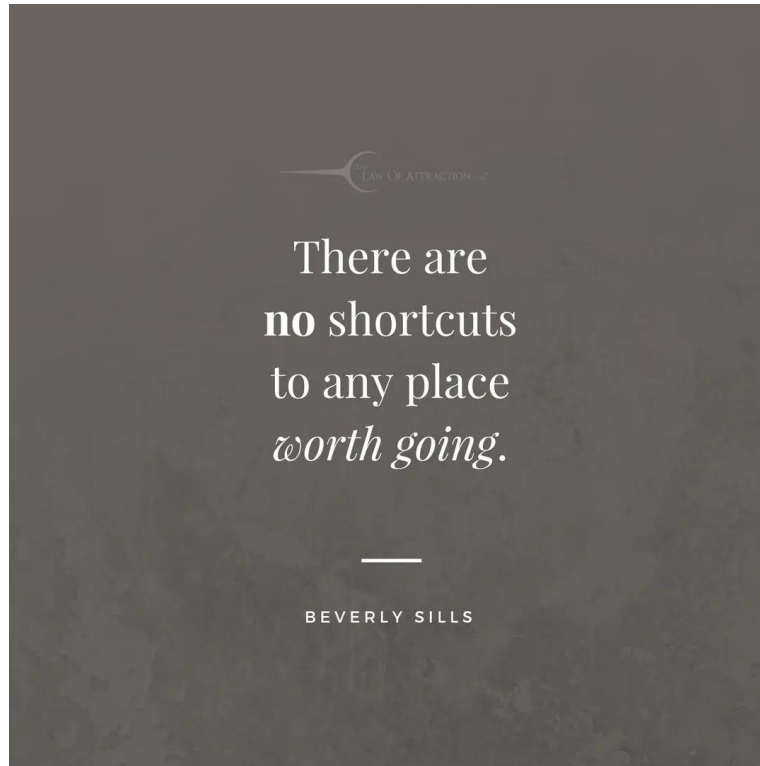
5.5. Do I need to register on Canvas?

No, SIMS and Canvas share an interface and candidates are imported to Canvas Ulwazi overnight. The online teaching platform used by the School is Canvas, Zoom and MS Teams. Candidates may access Canvas the following day to view their dashboard and navigate the system. However, courses are normally published a day or two prior to the commencement of the lecture. https://ulwazi.wits.ac.za/

It is important that candidates regularly view announcements, discussions and the bookshelf for information posted by the lecturer/s. Candidates may also be assigned to groups as a requirement of the programme and should participate readily in the student groups. Candidates may also download the Canvas app on their Apple or Android devices via the Play Store.

If you experience any of these issues on Canvas and are unable to resolve them, please report them to your course lecturer or Faculty immediately:

Q: The link takes me to a Google log in.
A: Log in by using your student email login on Google which will open the Canvas Ulwazi site.

Q: I try to log in but my student number and/or student email is not recognised.

A: For security reasons you will need to contact Wits ICT on (011) 7171717 or Ithelp@wits.ac.za

Q: I can log in but the system, but everything is greyed out.
A: Ensure that you have updated your browser and device drivers to the latest version and have sufficient network connectivity. If the problem still persists, the Faculty will report the issue to the Wits ICT department.

Q: How do I change or reset my password?
A: Log in to the self-service link and select Password Reset, this will take a few minutes. https://www.wits.ac.za/mywits/

Q: How do I get to know Canvas?
Read the student guide on the Help tab, https://community.canvaslms.com/t5/Student-Guide/tkb-p/student and https://www.wits.ac.za/ulwazi/
Spend some time familiarising yourself with the layout.

Q: I do not have access to my registered course?
A: Interface from the Wits registration system (SIMS) takes up to 24 hours, if you still do not have access let the Faculty know as you may need to be added to the Canvas class list.
Q: Where can I see the book list?
A: The School or Faculty circulate a book list to candidates on their student emails, some courses provide links to available e-books via Canvas BookShelf. Please note that textbooks are purchased by the candidate and are not included in tuition fees.

Q: How can I contact my course lecturer?
A: On the Canvas inbox by sending a message; or by emailing directly to their Wits email address.

Q: How do I join a student group?
A: Normally the course lecturer assigns you to a group, the onus lies with you to contact and message the group through Canvas or Whatsapp.

Q: How do I get my assignment marks?
A: The course lecturer will post marks that can be viewed on Grades, should an assignment reflect as missing consult with your course lecturer.

If you still need assistance with using Ulwazi (Canvas), please contact the digital learning advisor for CLM students (Ms Phumzile Shongwe) via email at COLTStudentSupport@wits.ac.za. Ms Shongwe is also available for telephonic/Microsoft Teams consultations (email her to setup a consultation). If you need any assistance with the following, please email COLTStudentSupport@wits.ac.za:
•   How to log in to Ulwazi

- How to find and download course material in Ulwazi
- How to submit online assignments to Ulwazi
- How to view your TurnitIn report
- How to take online quizzes
- How to view your grades
- How to use Teams for online lectures/webinars

See 11.1 for systems log in screenshots

5.6. <u>Amendments to registration</u>

A student who needs to change his or her details after registration may do so, by updating their details on the self-service portal. Changes to a student's name and substantive changes relating to course registration and cancellation of registration, are all made by contacting the Senior Faculty Officer and completing the relevant documentation.

5.7. What is the deadline for amendments to course registration?

Any changes to course registration such as dropping a course must be finalised within the **first five calendar days of enrolment** so as not to incur financial charges, cancellation beyond this period is allowed up to a period of ten working days from the start date of the course and are non-refundable. In extenuating circumstances such as hospitalisation, or similar incapacitating circumstances, the Faculty requires evidence to process late cancellations. **Students may not amend any courses one week prior to an examination or exam equivalent.**

With permission of the School, a candidate may choose up to two identical on-campus courses (or block release courses) that are offered within the same programme, should they wish to do so. Likewise, if a student converts their online programme to an on-campus programme due to change in circumstances, an amendment form must be completed and returned to the Faculty. Once processed the student will register and attend lectures on campus. All such amendments must take place within the first week of enrolment.

5.8. How do I complete the Amendment Form correctly?

Section A and section B of the amendment form must be completed and signed by the student. The Faculty Officer will process the signed amendment form and inform the student when completed.

5.9. What you should know about Credits

Candidates that have completed a short course programme or similar courses with a reasonable pass may be eligible for course credits provided the course content is similar and holds the same NQF level. For noting, credits granted to a student may not count more than four / 50% of the qualification and must have a shelf life of four years.

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Step 1
- Student submits a full academic transcript, syllabus description and the relevant form to Faculty Office identifying for which course/s, credit/s or exemption/s are sought. Student needs to provide proof of completing an equivalent course at another higher education institution.

Step 2
- Faculty will assess the application and may request additional evidence (e.g conceptual depth, assessment practices) for the course for which credit/exemption is being sought.

Step 3
- The Faculty Office on the basis of the recommendation of the relevant School who owns the course will grant the credit or exemption to the student.

Step 4
- The Faculty Office will capture the relevant credit or exemption on the Student Information System(SIMS) to reflect on the students academic transcript.

As per the Senate Standing Orders on Exemptions and Credits

3. General Guiding Principals

3.1 Each application for course credit or exemption will be considered by the relevant Faculty on a case by case basis, noting that there are variations in circumstances of individuals, in faculty policy and a range of degrees. All decisions are guided by the General Rules of the University (G 2.6 Powers of the University, G 4.7 Credits and Exemptions and G 4.8 Credits for previous study).

3.2 The course for which the credit recognition or exemption is sought must be in the related, relevant or appropriate areas aligned to the proposed area of study at Wits. A credit may be granted once only. (G4.7 Credits and Exemptions)

3.3 To be awarded an undergraduate degree from the University at least 50% (half the courses) for the degree must be completed at Wits. In addition, unless special permission is granted by the Dean, all third-year courses completed towards a major must be completed and passed at Wits. In the case of a professional qualification all final year courses must be completed and passed at Wits.

3.4 The completion of a qualification at another higher education institution does not automatically grant admission to or advance standing to proceed to a higher or second degree.

3.5 The University's credit recognition and exemption policy must comply with the regulations of Universities South Africa (USAf) which is a statutory requirement.

3.6 Credit application or exemption applications should normally be made at the time of initial application for admission to the University.

3.7 The Senate may withdraw or refuse to grant credits and/or exemptions if, in the opinion of Senate, the time which has elapsed between obtaining the credit or exemption and completion of the other requirements for the award of a qualification is excessive or is excessive in view of the nature of the subject. (G7.9 Withdrawal of, or refusal to grant credits and/or exemptions)

5.10. How do I formally leave the programme?

Candidates that can no longer participate in their studies may withdraw from the programme. Withdrawal that takes place after five days of course commencement incurs course cancellation costs. A cancellation of registration form is obtainable from the Faculty Officer, once completed and signed the form is processed and students are informed. Students may not cancel their studies prior to an examination sitting.

Candidates that wish to return to their studies after cancelation must apply again for the following intake or academic year.

For noting, candidates that do not amend their registrations and have zero attendance are coded as Failed Absent and are not liable for course refunds.

5.11. What happens if I do not register and have a gap year?

Candidates that do not renew their enrolment each year until completion of their programme are deemed to have a gap in their registration and are required to apply for readmission. Candidates must attach a letter of appeal with the required supporting application documents for the programme coordinator's consideration. For noting, students that do not meet the requirements of satisfactory performance may face cancellation from the programme, see below for the University's general rule.

5.7.3   The *Senate* may cancel the registration of a postgraduate *student* registered for a programme by research if a higher degrees committee (or equivalent), on the recommendation of the relevant supervisor(s) and head of school, has considered the research proposal and/or other milestones of the research of that *student* and has judged the research proposal or the progress towards the milestones   to be academically unsatisfactory or, in material aspects, incomplete. The higher degrees committee may appoint a panel comprising one member of the higher degrees committee, the relevant supervisor and the relevant Head of School for the purpose of advising the higher degrees committee. Reasons must be given when such registration is cancelled and an appeal against such cancellation may be made to the Dean of the Faculty, who will then propose membership of an ad hoc committee to review the case. The three-person ad hoc committee will be chaired by the Dean. The Chairperson of the higher degrees committee; the Head of School and/or the Supervisor (or equivalent); may be in attendance.

If the ad hoc committee does not permit renewal of registration, the *student* has the right to submit a further appeal to the Deputy Vice-Chancellor (DVC): Research who may consult with the Dean. The decision of the DVC: Research acting on behalf of the Council, shall be final. Fee implications associated with the cancellation of registrations are outlined in the Schedule of Fees book.

5.7.4   The process set out in Rule G5.7.3 will also apply to a postgraduate *student* registered for a programme which includes coursework.

5.12.   Do I need any textbooks?

The School shares any study requirements relevant to the course on Canvas, book lists are available and may be posted by the Faculty however the lists are subject to change. Please ensure that you confirm with the relevant course lecturer prior to purchasing textbooks. Lecturers may also share any e-books on Canvas Bookshelf however these are also purchased at your own cost. Textbook costs are not included in tuition fees.

5.13.   How are lectures scheduled?

Lectures mostly take place in the evening, there is an attendance requirement that includes participation in student groups and submission of assignments. Assignment deadlines may take place during the day. The lecturers do post links on Canvas after the lecture has finished that a candidate may use for recapping. A detailed timetable is also accessible on Canvas after formal registration of course/s. Some participation in student groups requires access to WhatsApp or MS Teams.

6. Progress Reports

Candidates may be required to submit progress reports to their sponsors or employers, progress reports are obtainable directly from the self-service portal. https://self-service.wits.ac.za/

7. The Examinations Process

7.1. How long does the examination process last?

Modules run over a period of seven weeks with weekly assignments and a final assessment taking place in the final week of the module. Such processes may be subject to change should the need arise; however, the academic department informs candidates thereof within a reasonable timeframe. Examinations are normally given a timed response; students are reminded to be mindful of the time given to complete their examinations or its equivalent. It is important that you have stable internet connection or use your mobile hotspot to prevent failing absent on an examination.

For noting: No second opportunities are allowed for failed uploads or submission of incorrect examination documents and their equivalents.

Candidates that require formal letters confirming examination dates for their employers may do so upon request, either with the relevant School or Faculty Registry.

7.2. How are the course marks calculated?

Each course is weighted differently in accordance with course outlines of the School. Courses may be weighted according to attendance, group assignments, quizzes, and examinations, amongst others. The onus lies with the candidate in understanding the structure and requirements of the course/s.

7.3. How do I query my marks?

Candidates should preferably review their individual marks on Canvas and query any inconsistencies with their lecturer, regarding assignments, prior to the final assessment, and publication of results.

Candidates may however request an exam review with the School examinations officer should there be compelling reasons and to understand the final mark provided. Exam reviews must take place within two weeks of the published result. For noting, exam reviews are not to be conflated with mark adjustments, mark reviews are recommendations and input provided by the course lecturer. Should the School have miscalculated the final mark, the School will adjust the mark with the Faculty.

Wits Business School: examreviewapplication.wbs@wits.ac.za
Wits School of Governance: Bindu.Cherian@wits.ac.za ; Murray.Cairns@wits.ac.za

As extracted from the Senate Standing Orders:

3.3.1.4 Final mark: The final mark is the mark which is used to determine whether a student has met the requirements of a course or year of study. This mark may be made up of the course mark and the final assessment mark, or may be the course mark alone (except as provided for in 3.4.1.4). o A breakdown of the composition of the final mark shall be approved by the appropriate faculty committee in time to be given to students by the end of the first week of each term. o There may be minimum requirements which relate to individual assessments or components of an assessment which will affect the outcome of that assessment in terms of a pass or a fail. These minimum requirements have been referred to as sub-minima and should be clearly specified as part of the satisfactory performance requirements (see 3.2.3.1) and/or the requirements for the final mark.

7.4.   What do the codes mean against my marks or programme?

Candidates may see two types of coding against published results, the codes used hold different meanings. Coding used against a course mark reflects the weighted mark and outcome of the exam, where the programme code shows whether a student may return and complete the programme.

Here are some of the common programme codes that are used:

Progression Outcome Status	Description
****	Result not available
CAN	Cancelled
FTC / FTCO	Failed to complete requirements for qualification
INP	In progress
NCD	Credit bearing at discretion of home institution
PCD	Permitted to proceed
PFS	Cannot proceed in this programme
Q	Completed all requirements for qualification
RET	Must return to complete requirements for year of study
RTO	Must return to online studies within the same year
ROPA	Online appeal after academic exclusion successful
RERO	At risk of exclusion - online
WOOM	Waiting for Online Outstanding Marks
WDR	Term Withdrawn
XXXX	Result depends on outcome of Deferred, Supplementary, Additional Test

Below are the common course outcome codes:

Grade Input	Description	Short Description
CAN	CANCELLED	CANC
CRL	CREDIT ELAPSED	CRDL
FAB	FAILED ABSENT	FABS
FAL	FAIL	FAIL
FDF	FAIL, DEFERRED EXAM NOT GIVEN	FDEF
FNQ	FAIL: DID NOT QUALIFY TO WRITE	FNQL
FNR	FAIL: MAY NOT REPEAT COURSE	FMNR

FSB	FAIL ON SUBMINIMUM	FSUB
PAS	PASS	PASS
PMN	PASS: MARK ABOVE MINIMUN	PMIN
PMP	PASS BUT CANNOT PROCEED	PMNP
WAT	RESULT OUTSTANDING	WAIT
WDA	DEFERRED EXAM APPLIED FOR	WDEA
WDF	DEFERRED EXAM GRANTED	WDEF
WDP	NO MARK FROM DEPARTMENT	WDEP
WLT	DECISION PENDING	WALT
WSU	SUSPENDED CREDIT	WCSU

7.5.   What happens if I receive an outcome of FTC/FTCO with my results?

Students coded with FTC/FTCO must appeal by submitting an appeal letter with compelling reasons for poor academic performance, addressed to the Postgraduate Assistant Dean of the Faculty. Reasons for exclusions by the Board of Examiners are as follows:

- Failing the same course twice
- Failing of three or more courses
- Failing absent on any one course
- Obtaining 35% or less on any one course
- Exceeding 24 months' period to complete a qualification

7.6.   What happens if I miss my exam?

All candidates must apply for a deferred examination or their exam equivalents within three days of the main exam. Failing to apply for deferred examination will result in a course reflecting as failed absent. Students are allowed to repeat a failed course once. Applications are completed online via the student self-service portal. Only in exceptional cases where it would be impossible for a student to complete the form (for example if the student is incapacitated) will a late application be considered.

A deferred assessment is one awarded to a student who, by reason of illness, religious scruples, or some other good and sufficient cause, has either failed to attend or complete his/her assessment(s), or who would suffer hardship to an exceptional degree if compelled to complete his/her assessment(s) at the normal time.

2. HOW TO APPLY

- Go to Student Self-Service — Academic Information — Application for Deferred Assessment
- Only complete applications (WITH SUPPORTING DOCUMENTS) submitted via formal Wits platforms will be considered
- Applications must be made within **3 working days** of the date on which the assessment is submitted/written

Candidates that miss their exam due to a technical issue or power outages must submit evidence of such issues immediately thereafter and obtain permission to resubmit the missed exam.

Wits Business School: deferredapplication.wbs@wits.ac.za
Wits School of Governance: refiloe.makhutle@wits.ac.za;
academicprogrammes.wsg@wits.ac.za

7.7.   When does the Board of Examiners meeting take place?

The Board of Examiners' meeting takes place up to six times per year allowing candidates that have completed their qualification to be placed on a graduation list. The committee is responsible for the approval of results submitted by schools ensuring that the final outcome is aligned with the policies of the Faculty and University.

7.8.   When are the results published?

After confirmation of results by the School's postgraduate committee, results are further endorsed by the Faculty Board of Examiners. All confirmed results are published directly to the student portal and candidates receive a results outcome letter on their Wits student email. Any delays in results being published will be communicated to candidates.

7.9.   How do I graduate with distinction?

Students that obtain an overall average of at least 75% and have not failed any courses and have completed their studies within the standard period of study, according to the curriculum may qualify and graduate with distinction, as stipulated in the School and Faculty standing orders. Students that have been granted credits from previous programmes towards their studies do not meet the requirements to graduate with distinction.

8. Fees Accounts and Refunds

Registration of courses, amendments, and cancellations, including payments reflect on a fees statement. Fees statements may be retrieved from the self-service portal, it is important that candidates review these statements regularly. Students that have credit in their fees account may request a reimbursement via their student self-service portal (Own Credit Refund).

8.1. How do I make payments?

Companies that sponsor candidates may request tax invoices from the Financial Aid and Scholarships Office. https://www.wits.ac.za/study-at-wits/financial-aid-and-scholarships-administration/contact-us/

Banking Details	First National Bank
Account Number	622 7055 1015
Branch	Client Services
Branch Code	210 554

Any payments made to the University should be referenced using the student number, for the correct allocation to take place. Alternately candidates may pay online by using the link on the fees statement. Student fees are subject to annual increases each January, candidates that extend studies over two academic years must request new fees estimates the following year.

8.2. How do I request a refund?

Any credits owed to candidates are requested by adding your banking details on the self-service portal and completing the "Own Credit (Refund)" application via the self-service portal. You may follow up regarding the refund application by email refund.fees@wits.ac.za Candidates being sponsored should contact the Financial Aid and Scholarships Office to initiate a refund process to their respective employer. https://www.wits.ac.za/study-at-wits/financial-aid-and-scholarships-administration/contact-us/

Own Credit (Refund) Application
Students may apply for credits as a result of overpayment, deregistration or subsequent bursary payment resulting in a credit balance on the student's fee account.
How to apply for Credit
First, you will need to add your banking details to the system:

* Login to self-service
* Click on the "My Bank Account" tile
* Click on the "Add / Update Account" tab
* Follow the instructions
Secondly, Claim your Credit on your student fee account:

* Login to self-service
* Select the "Apply for Own Credit" tile
* Select "Begin New Application" or "Continue Existing Application"
* Follow the instructions

9. Academic Transcripts

All candidates are provided with an original academic transcript upon graduation. Should an academic transcript be needed prior to graduation or post-graduation, an academic transcript order form is completed of which an associated fee is payable. For noting, only final results that have been published will reflect on an academic transcript.

Candidates with provisional results should retrieve a progress report from their self-service portal. Electronic academic transcripts may also be retrieved from the self-service portal.

1. Academic Transcripts/Course outlines must be ordered from the faculty in which you were last registered.
2. It may take up to **three working days** for the documents to be produced.
3. If the academic transcript/course outline is to be collected, you may be asked for proof of your identity/student card. If someone collects the documents on your behalf, their information must be provided in the Google Form that you will complete – proof of their identification may be requested.
4. If the academic transcript/course outline is required for another University, it may **not** be collected, it will be posted directly to the institution. Please specify degree being applied for or a reference number at the other university.
5. If the academic transcript/course outline needs to be couriered, arrangements need to be made with a courier company of your choice (you need to make payments etc. directly to them for the courier costs). The courier company will collect the documents from the Faculty Registry Office reception.
6. Please take note that a separate google form needs to be completed for a transcript request and a course outline request.

Please take note of the Fees for an Academic Transcript:

Course Outline	R40
Academic transcript for currently registered students	R50
Academic transcript for **all** Wits alumnus	R100
Regulars SA postage fee	R45
International Postage fee	R65
Transcripts for Donors/sponsors	**FREE**

The documents will be discarded if not collected within three weeks.

All fees are payable in advance - please deposit the required amount to:

First National Bank:

Branch: FNB Corporate Core Banking

Branch code: 255005

Account number: **62077141580 - Current Account**

Account Holder/name: University of the Witwatersrand, Johannesburg – Sundry Debtors

Reference: Your full name, surname, and student number

Swift Code: FIRNZAJJ950

To complete the Academic Transcript Request Form, please click on the link below or scan the QR code:	To complete the Course Outline request Form, please click on the link below or scan the QR code:
Link for Academic Transcript Request Form: https://forms.gle/TJxoQZY6TsAvJHae8	Link for Course outline request Form: https://forms.gle/MmBZtrY1QtCP7fyG8

10. <u>Graduation Processes</u>

How are students selected for Graduation?

Candidates who meet the requirements of the postgraduate diploma where results have been confirmed by the Faculty Board of Examiners Committee are placed on a graduation list. The Faculty Registry will inform all postgraduate students by email once allocated to a ceremony.
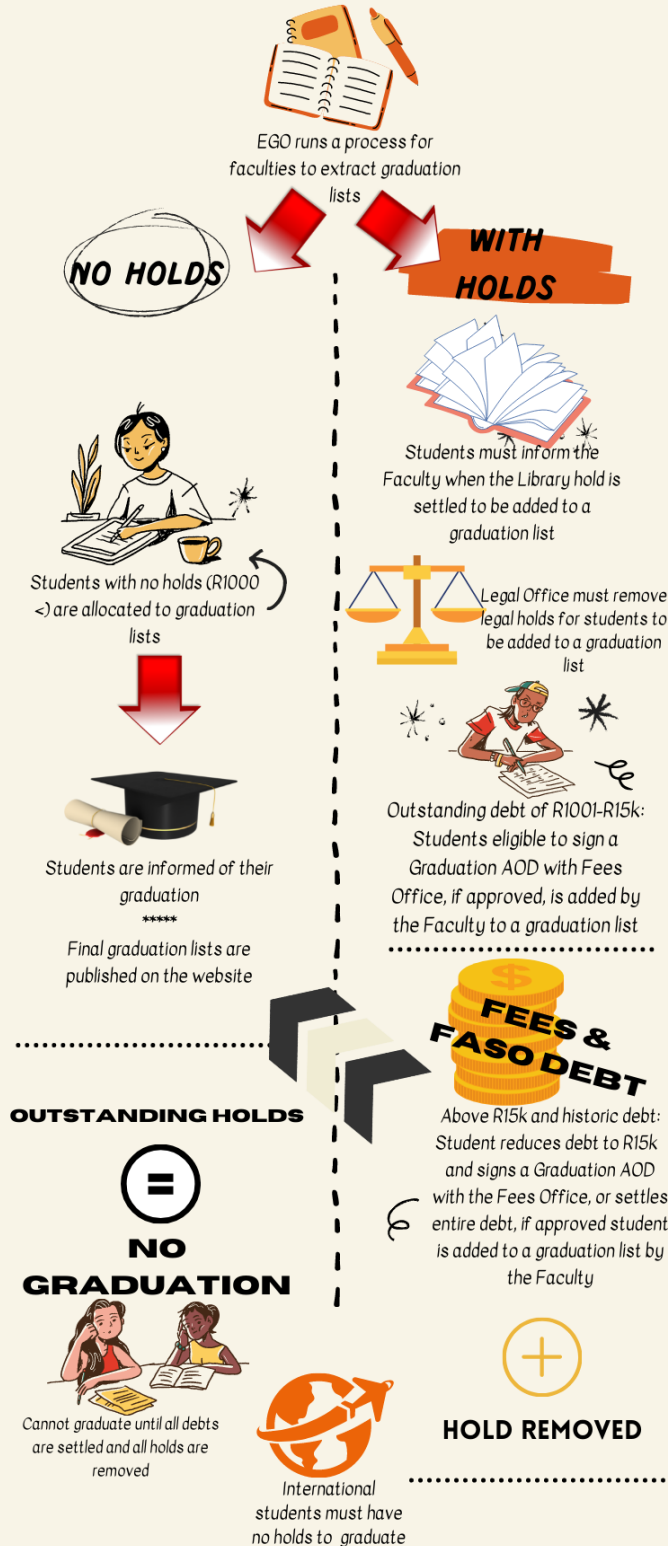
Candidates must ensure that their fees are paid at least <u>8 weeks</u> before the graduation cluster, should there be any financial or legal hold candidates will be removed from the graduation lists. Graduations normally take place during April, July and December.

It is the responsibility of the Exams and Graduation office to invite candidates to their ceremony timeously.

For information on graduation dates, graduation lists and other requirements, visit this link
https://www.wits.ac.za/graduations/

GRADUATIONS & AOD

Process for students with or without holds

EGO runs a process for faculties to extract graduation lists

NO HOLDS

WITH HOLDS

Students must inform the Faculty when the Library hold is settled to be added to a graduation list

Students with no holds (R1000 <) are allocated to graduation lists

Legal Office must remove legal holds for students to be added to a graduation list

Outstanding debt of R1001-R15k: Students eligible to sign a Graduation AOD with Fees Office, if approved, is added by the Faculty to a graduation list

Students are informed of their graduation
*****
Final graduation lists are published on the website

FEES & FASO DEBT

OUTSTANDING HOLDS

=

NO GRADUATION

Above R15k and historic debt: Student reduces debt to R15k and signs a Graduation AOD with the Fees Office, or settles entire debt, if approved student is added to a graduation list by the Faculty

Cannot graduate until all debts are settled and all holds are removed

HOLD REMOVED

International students must have no holds to graduate

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11. Other important information

11.1. System Access and Navigation

Reliable, up to date and strong internet access is vital for online distance mode studies.

Candidates at postgraduate level have a responsibility to ensure they can navigate the student systems adequately and familiarise themselves with the online software.

It is also recommended that candidates using mobile devices such as cell phones and tablets should download the Canvas app via the Play Store for better viewing and streaming.
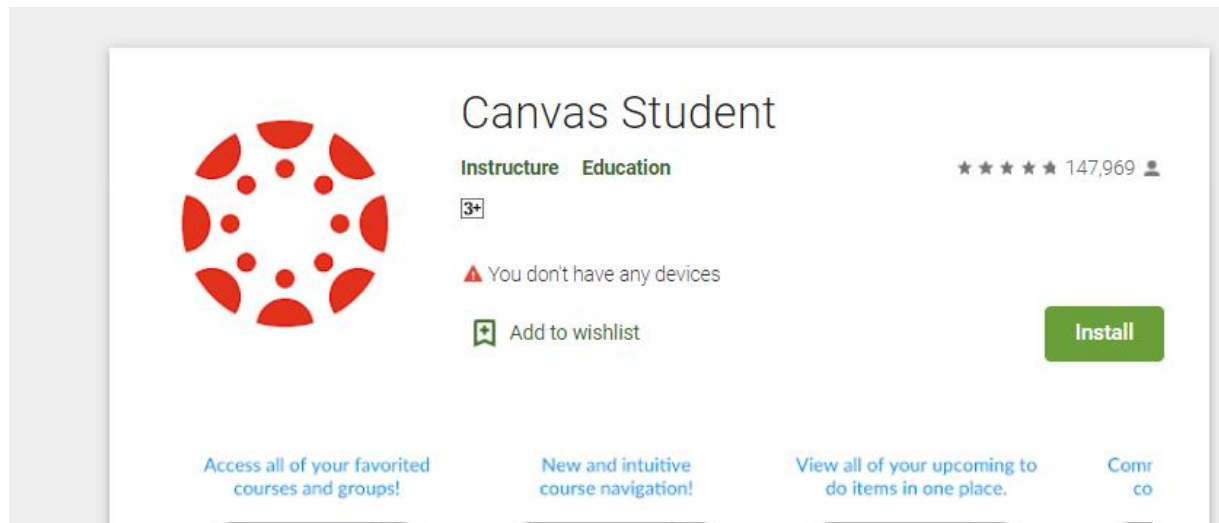
When using SIMS after application, ensure that the self-service portal is selected on the student homepage as the files differ from that of applicant homepage. You can view fees statements, progress reports, applications for financial assistance, changes to personal details, amongst others. https://self-service.wits.ac.za/psp/csprod/UW_SELF_SERVICE/HRMS/?&cmd=login&languageCd=ENG
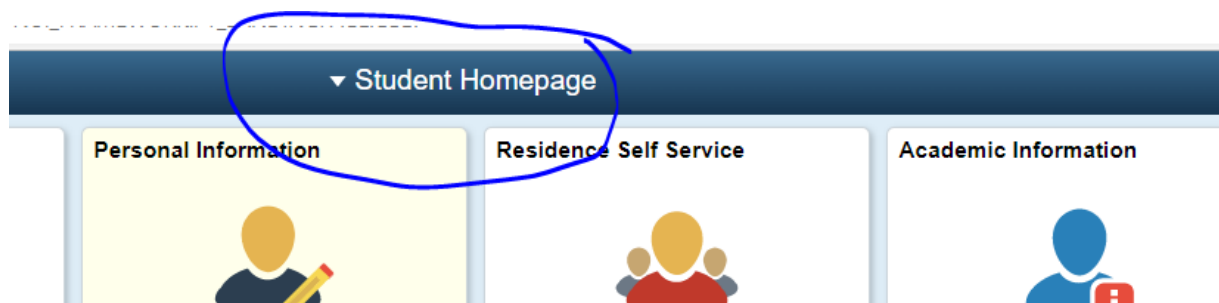
You may be diverted to a Google account log in when first using Canvas Ulwazi, log in using your student email address (………@students.wits.ac.za) and password.

Google

Choose an account
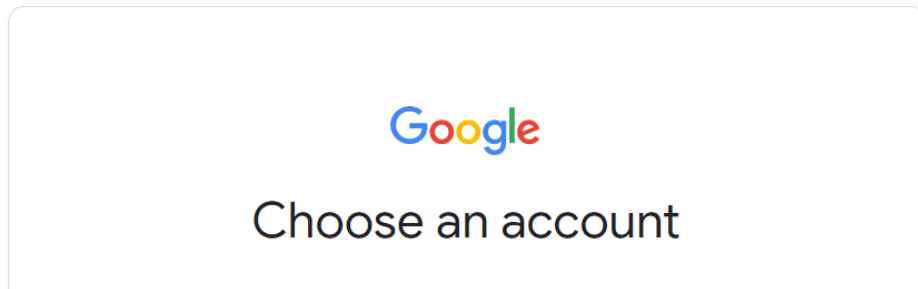
Your student page on Canvas should look like this and reflect the courses you have registered for.

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TAKE NOTE!!

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This is a message from **University of the Witwatersrand**

Canvas Error 403 Guide
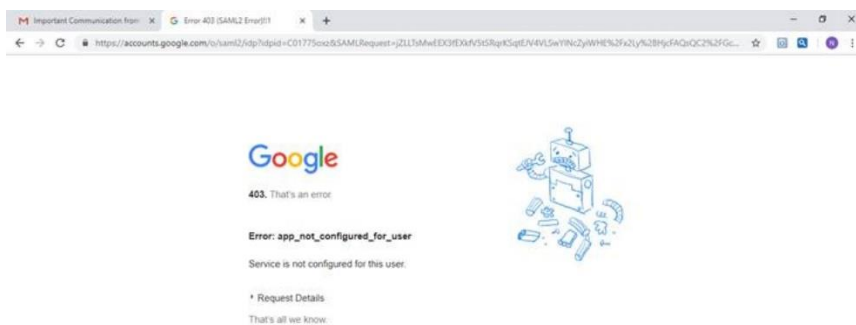
If you are experiencing the error in the image above, please follow the steps:

- In Google Search Engine type "login google"

- From the results list, click on "Google Account Login"

- Make sure you are logged into your Wits email account, you may need to click on your name (or initial) at the right top of your screen and then choose your Wits email account or add a new account

- Check your email and click on the invite link.

It may help to go into Google Chrome and choose an incognito page and try one or both links. This may help because there are then no previous cookies to interfere with your login.

11.2. **Funding Opportunities**

Visit these links for any opportunities in funding
- https://www.wits.ac.za/study-at-wits/financial-aid-and-scholarships-administration/scholarships-and-bursaries/
- https://www.zabursaries.co.za/mba-postgraduate/
- https://fundiconnect.co.za/postgraduate-bursaries/

JP/10032023

This guide is subject to change and is updated annually in accordance with the University policies.