MANCOSA INSTITUTIONAL RULES

Disclaimer

The provisions of this document are subject to change without prior notice to ensure MANCOSA's continued compliance with applicable statutory and regulatory requirements. to ensure MANCOSA adheres to requisite statutory and regulatory compliance.

While MANCOSA cannot control the behaviour of individuals, it will take appropriate action where conduct contravenes its rules. MANCOSA will take appropriate action where the behaviour of individuals contravenes its rules. MANCOSA's rules and sanctions are applied consistently, regardless of age, race, gender, or religion, with the aim of creating a secure and productive environment in which staff and students can achieve their academic and professional objectives.

Students are responsible for reading, understanding, and complying with the Institutional Rules and Student Code of Conduct. Notwithstanding anything to the contrary, MANCOSA, its directors, staff, affiliates and representatives are under no circumstances liable for any direct, special, indirect, incidental or consequential damages whatsoever caused and howsoever arising, whether in contract, warranty, negligence or otherwise, except where such liability cannot be excluded in terms of the laws of the Republic of South Africa.

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MANCOSA
Member of
HONORIS UNITED UNIVERSITIES

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ACRONYMS

Academic EXCO	Academic Executive Committee
ASC	Admissions and Selections Committee
AVC	Assessment, Verification and Certification Committee
CAT	Credit Accumulation and Transfer
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
EXCO	Executive Committee of MANCOSA
GCE	General Certificate of Education
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualification Sub-Framework
NDP	Non-Degree Purposes
NQF	National Qualifications Framework
OSA	Online Summative Assessment
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SDC	Student Disciplinary Committee
SIS	Student Information System

PREAMBLE

1. MANCOSA is registered in terms of the Higher Education Act 101 of 1997 (as amended) (Reg. No. 2000/HE07/003) as a private higher education institution in South Africa with the Department of Higher Education and Training (DHET). These Institutional Rules have been approved by the Academic Executive Committee (Academic EXCO) of MANCOSA.
2. Academic EXCO is the highest academic decision-making body responsible for setting academic policies and rules, authorising academic programmes, conferring degrees on graduates, and overseeing the discipline of students. Senate or Academic EXCO may, from time to time, amend, alter, or delete any rule, whether it is a general academic rule, a rule relating to a specific module or qualification, or an administrative rule.
3. In addition to these general academic and administrative rules, there may be other specific rules applicable to a programme or institutional procedure. These rules are set out in these Institutional Rules, programme information, registration brochures, relevant programme handbooks, or other official institutional publications, all of which are made available to registered students online or in printed format.
4. All forms referred to in this document are available via the online MANCOSA student portal (www.mymancosa.co.za), on the Learning Management System and/or MANCOSA Connect. The annual fee schedule and the relevant Programme Handbook must be consulted for the applicable fees relating to each programme.

INSTITUTIONAL RULES [IR]

[IR 1] LANGUAGE OF COMMUNICATION AND INSTRUCTION

1.1 The language of communication and instruction for all MANCOSA activities, including but not limited to lectures, tutorials, webinars, workshops, assessments, and research, is English.

1.2 If there are any concerns about English language proficiency for higher education study purposes, the responsibility is on the student to provide evidence of competence to read, write and speak in English. MANCOSA does not disrespect or disregard any other language as they all have a role to play in different societies.

[IR 2] APPLICATION FOR ADMISSION

2.1 The minimum admission requirement to enrol on a MANCOSA undergraduate programme is a South African National Senior Certificate with appropriate subject combinations and levels of achievement for certain programmes. Each programme, however, may have additional admissions and selection criteria as per Annexure 1.

2.2 International students who have completed their secondary education in their respective countries may apply for admission. Those who have completed the Cambridge General Certificate of Education (GCE) through the O and A levels system must have a combination of both O and A level subjects to qualify for admission to an undergraduate programme.

2.3 The minimum entry requirement for a postgraduate programme is an appropriate Bachelor's Degree or a recognised equivalent qualification. The minimum entry requirement for a Master's programme is an Honours degree or a recognised equivalent qualification. The minimum entry requirement for the Doctoral degree is a Master's qualification or a recognised equivalent qualification. Each programme may have additional admission and selection criteria, which can be found in Annexure 1.

2.4 The admission and selection requirements for each programme are set out in Annexure 1.

2.5 An alternative access route is available for mature-age applicants or via Recognition of Prior Learning (RPL), for applicants who do not meet the minimum entry requirements for undergraduate and postgraduate studies. Acceptance of an RPL candidate or granting of a mature-age exemption is based on MANCOSA's RPL Policy which is subject to the approval of the RPL Committee.

2.6 Programme titles, the National Qualifications Framework (NQF) levels, credits and admission criteria are subject to change, in line with the requirements of the Department of Higher Education and Training (DHET), South African Qualifications Authority (SAQA) and/or the Council on Higher Education (CHE) and the Higher Education Qualification Sub-Framework (HEQSF).

2.7 Certified copies of all documents must be submitted at the point of registration and must be duly signed or certified by a Commissioner of Oaths within the preceding six (6) months.

2.8 SAQA evaluation is required for all Postgraduate international/foreign applications. Visa letters will be issued in accordance with the Internationalisation Policy.

2.9 MANCOSA reserves the right to request updated, recertified, original, or additional supporting documentation where reasonably necessary to verify the authenticity, validity, or integrity of any document submitted.

2.10 MANCOSA reserves the right to decline an application where the prescribed admission requirements, documentary requirements, or applicable regulatory requirements have not been satisfied.

[IR 3] REGISTRATION

3.1 The following steps are required by a prospective student to be considered for registration during the bi-annual student intake periods, i.e. in January and July.

3.1.1 A prospective student is required to complete an application on the MANCOSA Online Student Application Portal.

3.1.2 Applicants and/or their sponsor/parent are advised to carefully read and acknowledge the declaration relating to the application for admission on the MANCOSA Online Student Application Platform.

3.1.3 All applications are subject to approval by the Admissions and Selections Committee.

3.1.4 Upon successful completion of a year of study, students are required to register for the next academic year. Students may register for the next academic year provided that all tuition fees have been paid in full and that they meet progression requirements. Students with outstanding modules **must** re-register for those modules in accordance with **[IR 5]**

3.2 Students are required to register online for subsequent years via the MANCOSA Student Comms App.

3.3 Students must follow the prescribed programme structure and may not fast-track any semester.

3.4 All learning materials and resources, including the Learning Management System and those pertaining to the programme for which a student is registered must be used by the registered student and shall not be shared or replicated under any circumstances, in whole or in part. MANCOSA retains copyright and all related intellectual property rights.

3.5 Students bear the responsibility of ensuring that they are registered for the correct qualification and/or programme of study. Students are required to familiarise themselves with all applicable academic, administrative, and regulatory requirements of the qualification, including the curriculum structure, progression requirements, assessment requirements, and the prescribed minimum and maximum duration of study. By completing registration, a student is deemed to have acknowledged and accepted the requirements and duration applicable to the qualification for which they have registered.

[IR 4] DEFERRAL / POSTPONEMENT OF ACADEMIC STUDIES

4.1 A deferral refers to the formal postponement of academic studies for a specified period, subject to approval. The following rules apply to deferral applications:

4.1.1 Students may apply for a deferral provided they have not attempted coursework and submit the application before the second assessment due date.

4.1.2 Applications submitted after the second assessment due date or by students who have attempted coursework require approval from the relevant Academic Programme Leader.

4.1.3 Deferrals are granted at the sole discretion of MANCOSA and are subject to programme availability in subsequent intakes.

4.1.4 A student may defer studies for a maximum of one semester per programme, except for the Doctor of Business Administration (DBA) and the Bachelor of Education in Senior Phase and Further Education and Training Teaching programmes, where a maximum deferral of one year may be granted.

4.1.5 Only one deferral request per programme is permitted.

4.1.6 Individual module deferrals are not allowed.

4.1.7 Students with an approved deferral will not have access to MANCOSA academic resources, including webinars, supervision, online platforms, or student support services.

4.1.8 Deferred students must resume studies as per the new commencement date to avoid lapse from the programme. to avoid being deemed to have lapsed from the programme.

4.1.9 Special considerations for the Doctor of Business Administration (DBA) programme:

4.1.9.1 Deferral requests apply only to the pre-registration phase of the DBA programme.

4.1.9.2 A single one-year deferral may be granted.

4.1.9.3 Students resuming studies will continue from the point at which they paused.

4.1.10 If a deferral is approved, the student will receive a deferral confirmation letter with a revised commencement date.

4.2 Cancellations of Registration

4.2.1 An applicant may cancel their registration for the current year of study and be exempt from liability for the full fee (excluding the registration fee) if the MANCOSA Student Enrolment Department is informed in writing within 20 business days of registration and the cancellation is applied for and submitted on the MyMANCOSA Student Portal.

4.2.2 Cancellations received after the 20-business-day period will not be eligible for a refund, and the student will be responsible for the full fee payment.

4.2.3 Upon successful cancellation, any fees paid, excluding the non-refundable registration fee, will be refunded within 30 business days.

4.3 Progression of Students

4.3.1 Eligibility Criteria:

4.3.1.1 A student is eligible to proceed to the next year of study if they successfully complete all the required modules in the current year of study.

4.3.1.2 Alternatively, a student may progress if they meet the criteria for carrying a module as outlined below.

4.4 Carrying of Modules

4.4.1 Definition:

Carrying of modules refers to the process of re-registering for a maximum of one failed module while continuing with the other registered modules, as per the programme structure, in the immediate next semester or year of study.

4.4.2 Progression Rules:

4.4.2.1 A student must re-register for any failed module in the immediate next semester or year of study and in alignment with the applicable assessment intake.

4.4.2.2 A student may carry a maximum of one failed module from one semester to the next or from one year to the next.

4.4.2.3 Carrying a module and continuing with the other registered modules, as per the programme structure from one year to the next is permitted only if the module is not a core or pre-requisite module as defined in the programme handbook. If the failed module is a prerequisite to another module, the student must first register for and pass the prerequisite module before registering for the subsequent module. The student may register for the other modules in the semester, as per the programme structure while registered for the carrying module.

4.4.2.4 A student who has failed more than one module must re-register and successfully complete those modules to be eligible for progression to the next year of study.

4.4.2.5 A student will not be allowed to register for a module that has a prerequisite until the prerequisite has been completed.

[IR 5] RE-REGISTRATION OF A MODULE

5.1 Students who have not attempted assessments for a module or modules within a particular academic year are required to re-register for these modules.

5.2 Students who fail a module after the first attempt or after attempting the re-write/aegrotat summative assessment are required to re-register for the same module.

5.3 Students who fail to meet the subminimum requirements for their formative assessments should not must not attempt the summative assessments for that module and will be required to re-register for that module.

5.4 The onus is on the student to confirm if they have met the subminimum requirements for the formative assessments and whether they should attempt the summative assessment.

5.5 The institution will not be held liable for students who attempt the summative assessment without meeting the subminimum requirements for the formative assessments.

5.6 Students who re-register for failed modules will not receive new module guides in hard copy; however, electronic module guides will be issued.

5.7 Only two re-registration opportunities for a failed module will be permitted.

5.8 Students who do not pass the module on the third attempt must submit a written appeal to the Academic EXCO in order to continue with the programme.

5.9 Students who exceed the minimum programme duration may be subject to possible programme realignment which may result in the following:

5.9.1 Registration of additional modules

5.9.2 Being awarded credits only for programmes that are in a teach-out phase

5.10 Students can may only apply for the re-registration of a failed module following the receipt of their re-write/aegrotat summative assessment results or if they have not met the formative assessment subminimum requirements.

[IR 6] CONCURRENT REGISTRATION

6.1 No student may be registered simultaneously for more than one qualification offered by MANCOSA.

6.1.1 Notwithstanding clause 6.1, a student may register concurrently for a module offered for Non-Degree Purposes (NDP) while registered for a MANCOSA qualification, provided that the student meets the applicable admission requirements and any other conditions prescribed by MANCOSA.

6.2 A student may be registered concurrently at MANCOSA and another recognised higher education institution. In such cases, the student is solely responsible for ensuring that they meet all academic and administrative requirements of both institutions. MANCOSA shall not be responsible for any timetable clashes, assessment conflicts, progression implications, or other challenges arising from such concurrent registration.

6.2.1 Students who are concurrently registered at another higher education institution may be required to disclose such registration to MANCOSA upon request.

[IR 7] REGISTRATION FOR NON–DEGREE PURPOSES (NDP)

7.1 With the approval of the Academic EXCO, the following registration rules for Non-Degree Purposes (NDP) modules apply:

7.1.1 Students intending to register for a Non-Degree Purposes (NDP) module must meet the admission requirements for the qualification in which the module is offered. Students intending to register for a Non-Degree Purposes (NDP) module must meet the admission requirements for the qualification in which the module is offered. In addition, the student must meet the pre-requisite and co-requisite requirements for modules to be taken for NDP.

7.1.2 A student who is registered for any MANCOSA programme may register for a maximum of one NDP module per semester. This is with the exception of students enrolled on the Postgraduate Certificate in Education in Further Education and Training Teaching NDP programme, that may be required to register for more than one module. This excludes students enrolled in the Postgraduate Certificate in Education in Further Education and Training Teaching NDP programme, who may be required to register for more than one module.

7.1.3 A student's request for NDP registration will only be processed once the MANCOSA registration Special Request Form has been completed and the modular registration fee has been paid. Students registering for Postgraduate Certificate in Education in Further Education and Training Teaching programme and are registered for NDP modules, may need to pay the full registration fee and thereafter fees associated with individual modules.

7.2 The rules applicable to reregistering for NDP modules are the same as those for re-registration modules inclusive of the payment plan.

7.3 Assessments of incomplete modules will not be carried forward into the new registration/intake period. Assessments for incomplete modules will not be carried forward into a subsequent registration or intake period.

7.4 Modules registered as NDP will not reflect on the student's certificate/qualification but will reflect on his/her academic transcript.

[IR 8] CREDIT ACCUMULATION AND TRANSFER (CAT) SCHEME

8.1 On application, each module/programme from a registered and accredited higher education institution is assessed, as per in accordance with South African Qualifications Authority (SAQA) requirements for Credit Accumulation and Transfer (CAT) in terms of module content and outcomes. This includes critical cross-field outcomes, topics, alignment, assessment, NQF levels, exit level outcomes and level

descriptors to ascertain whether credit can/cannot be applied for completed modules. The Admissions and Selections Committee (ASC) shall review the application for CAT and make the final decision on granting credit. All decisions are noted by the Assessment, Verification and Certification (AVC) Committee. All CAT appeals by a student are reviewed by Academic EXCO. The following rules apply:

8.1.1 The student must provide the full information with supporting evidence on relating to the programmes/modules they would like considered for CAT and submit this together with the MANCOSA credit exemption application form prior to registration.

8.1.2 International students and students who have verifiable qualifications from other countries must have their qualifications evaluated by SAQA and submit the SAQA report and their completed CAT form.

8.2 The Admissions and Selections Committee reviews the application for CAT and makes the final decision regarding granting of credits.

8.2.1 Credits of up to a maximum of 50% may be granted for the relevant modules/programmes that have already contributed toward the award of another qualification, provided that the other rules in this section have been met.

8.3 Any credits awarded for modules/programmes undertaken elsewhere will be clearly identified on the student's transcripts.

8.4 Credits may be granted for modules each year of a new programme roll-out; however, the student may only proceed to the subsequent year once the cohort within which the student has registered is progressed to the next year of study.

8.5 Credits may be granted to students who have participated in modules/programmes with another accredited higher education institution, provided it meets MANCOSA's criteria in this regard.

8.6 Students granted credits for modules completed at another institution will not be eligible to graduate *cum laude* or *with distinction*.

8.7 Credit and exemption applications may have a time limit imposed depending on the type and nature of the module, e.g., no credits will be granted for obsolete/outdated modules (i.e. those modules more than five (5) years old).

8.8 No credits will be granted for final-year and/or exit-level modules.

8.9 No credits or exemptions will be granted after registration.

8.10 Credits for Year 2 of a programme will be assessed in Year 2 of the study. The institution shall not grant credits for Year 1 and Year 2 concurrently, at the point of application, as it is possible that the curriculum for subsequent years may change in that year.

[IR 9] RECOGNITION OF PRIOR LEARNING (RPL) FOR ACCESS AND RECOGNITION OF PRIOR LEARNING (RPL) FOR MODULE/CREDIT EXEMPTION

9.1 Recognition of Prior Learning (RPL) for access

9.1.1 To align with the regulatory requirements of the Council on Higher Education (CHE), South African Qualifications Authority (SAQA) and Department of Higher Education and Training (DHET), MANCOSA may not accept more than 10% of a cohort of students per programme through the Recognition of Prior Learning (RPL) process.

A student who was accepted via RPL during an intake and who did not register for that intake within a stipulated time frame must reapply for acceptance via RPL for a subsequent intake.

9.1.2 Recognition of Prior Learning (RPL) for Credit Exemption**s**

9.1.3 Applications for credits or exemption/s from a module or part of a programme based on RPL are permitted.

9.1.4 These applications are evaluated by the RPL Committee to determine an applicant's eligibility.

9.1.5 A student that is granted exemption/s or credits for up to 50% of the programme for that academic year cannot exceed a six (6) month payment plan.

[IR 10] CORE AND FUNDAMENTAL MODULE REQUIREMENTS

Core modules may have prerequisite requirements or may serve as prerequisite for other core modules; therefore, students are to follow the programme structure.

10.2 Fundamental modules generally do not have prerequisite requirements and are not a prerequisite to other modules.

Registration for a module will be dependent on meeting all prerequisite requirements for that module where applicable.

[IR 11] REGISTRY AND DISPATCH

11.1 The onus is on the student to correctly and accurately capture their personal information on the MANCOSA Online Student Application Portal.

11.2 The onus is on the student to ensure that any changes to their contact details or personal information is updated on the relevant portals.

11.3 The onus is on the student to ensure that they receive the correct study material and related documentation.

11.4 Delays in the receipt of module guides must be reported to the dispatch department on Freshdesk by selecting learning materials tracking. Students should refrain from requesting concessions if the above is not addressed as electronic copies are available on MANCOSAConnect.

[IR 12] SUPPORT FOR PERSONS WITH DISABILITIES

12.1 A student with a disability is required to notify MANCOSA of the disability at the point of application for a programme. Documentation from qualified professionals regarding the nature of the disability may be requested.

12.2 A student's privacy relating to his/her disability will be respected and kept confidential by MANCOSA staff.

12.3 A student must obtain official authorisation from the Academic EXCO before receiving any special accommodations.

12.4 MANCOSA will reasonably accommodate a student if prior arrangements are made as necessary, and as can reasonably be expected from a private higher education institution.

[IR 13] FORMATIVE AND SUMMATIVE ASSESSMENTS

13.1 The programme summary – structure, delivery and assessment for each programme can be found in **Annexure 2** of this document or in the programme handbook.

13.2 Formative assessment guidelines can be found in **Annexure 3** of this document as well as on the MyMANCOSA and MANCOSAConnect portals.

13.3 Summative assessment guidelines can be found in **Annexure 4** of this document as well as on the MANCOSA and MANCOSAConnect portals.

13.4 Students must ensure that they familiarise themselves with all applicable rules, policies and guidelines. Failure to read and understand the relevant rules may result in disciplinary action being taken against the student, where applicable.

13.5 For the purposes of MANCOSA, mitigating factors affecting a student's progress shall mean: mitigating or unforeseeable factors which are beyond a student's control i.e. serious illness or death of an immediate family member, and can cause serious disruption to a student's studies and should be substantiated with relevant documentation, which include, but are not limited to, medical certificates, hospital letters and death certificates. Work commitments are not considered mitigating circumstances.

13.6 Students who wish to inform MANCOSA of any mitigating factors must do the following:

13.6.1 Submit this information in writing via the Freshdesk ticketing system, under the category assessments within five (5) days after the scheduled assessment submission date.

13.6.2 Provide a full and complete account of dates on which the mitigating factors apply specifying the assessment(s) and/or summative assessment(s) affected.

13.6.3 Medical certificates dated one week before or after the scheduled assessment and/or assessment date will not be accepted.

13.6.4 Information of mitigating factors must be submitted on the MANCOSA appeals/mitigating circumstances form. Students may be asked to submit evidence of academic work already completed.

13.7 Right of Appeal

13.7.1 The following would suffice as grounds for appeal:

13.7.1.1 If circumstances exist that materially affect the student's performance which were not known to the assessments department and/or relevant committees when its

decision was taken, and which was not reasonably practicable for the student to make known to the department and/or committee/s beforehand.

13.7.1.2 If there were procedural irregularities in the conduct of the summative assessment and/or formative assessment so as to create a reasonable possibility that the result might have been different had the procedural irregularity not occurred.

13.7.1.3 If there is evidence of prejudice, bias, or inadequate assessment on the part of one or more examiners, markers or moderators.

13.7.1.4 No appeal challenging academic judgement will be considered.

13.7.2 The time limit within which a student may appeal any decision taken by MANCOSA is within five (5) calendar days from the date on which the student has been notified of the decision. This time limit applies to the appeal received by the relevant manager on the appropriate Appeals/Mitigating Circumstances Form. Any discussions with academic or administrative staff do not count as notification of an appeal.

13.7.3 It is the responsibility of the registered student to ensure that MANCOSA has his/her correct and/or updated contact details. It is also the responsibility of the student to regularly check his/her email at the given email address.

13.7.4 Any additional documents should be the original, typed or word-processed, legibly hand-written or certified if necessary. Faxes and photocopies are not acceptable.

13.7.5 The student is advised to ensure that his/her reasons for appeal are as factual and specific as possible.

13.8 Evidence

13.8.1 The student's reason for appeal must be supported by evidence.

13.8.2 Unsupported claims or allegations against an individual or a group of staff will not be accepted as evidence.

13.8.3 MANCOSA may request affidavits from any interested or relevant party.

13.8.4 MANCOSA may also contact medical practitioners to confirm documents that are submitted.

13.8.5 The Academic EXCO is the final committee for the referral of appeals and dispute resolution. The decision of the Academic EXCO is final and binding.

13.9 Academic dishonesty (including plagiarism, ghost writing and unethical use of generative AI)

13.9.1 Academic dishonesty constitutes the use of another person's ideas or part of their work without properly referencing and constitutes a criminal offence. Academic dishonesty constitutes the use of another person's ideas or work without appropriate acknowledgement or referencing.

13.9.2 Self-plagiarism occurs "when authors reuse their own previously written work or data in a 'new' written product without letting the reader know that this material has appeared elsewhere" (Roig, 2006:16). Self-plagiarism, and the extent to which it is acceptable at MANCOSA is governed by the institution's plagiarism policy.

13.9.3 Ghost writing refers to hiring a person either formally or informally to produce work that officially credits another person or author

13.9.4 Ethical use of generative AI entails the responsible and transparent use of AI tools in academic work. Students must acknowledge any AI assistance received and ensure that their use of AI adheres to the institution's guidelines. Unethical use includes but is not limited to, using AI to generate content without proper attribution, submitting AI-generated work as one's own without disclosure, or using AI to gain an unfair academic advantage.

13.9.5 Students are therefore assessed on the basis that work submitted is their own as per the declaration on the assessment cover sheet or research report or dissertation declaration.

13.9.6 Cheating, plagiarism, fabrication of information and other dishonest academic practices are considered as academic offences. This may include, but is not limited to:

13.9.6.1 Purchasing, offering, giving or selling essays or other assessments with the knowledge that these works will likely be subsequently submitted for assessment

13.9.6.2 Allowing work to be copied during formative or summative assessments

13.9.6.3 Purchasing, offering, giving or selling answers to formative or summative assessments

13.9.6.4 Sharing of formative or summative assessment questions and/or answers

13.9.6.5 Intentionally misleading students with regard to assessments or outsourcing of assessments to a third party with or without payment.

13.10 The Assessment, Verification and Certification (AVC) Committee will request, where needed, the Student Disciplinary Committee (SDC) to investigate any allegations of such offences.

13.11 Students who are alleged to have engaged in academic dishonesty (including plagiarism) will be subject to the relevant disciplinary proceedings as outlined in the MANCOSA Student Code of Conduct, and may be sanctioned in accordance with the offence, as provisioned by the Student Code of Conduct.

13.12 Assessments, research proposals, research reports, dissertations and thesis may be put through plagiarism software to ensure that information used in work submitted is not plagiarised.

13.13 MANCOSA categorises plagiarism offences into 3 levels:

13.13.1 Level 1: Minor first-time infringement,

13.13.2 Level 2: Repeated minor or first-time major infringement, and

13.13.3 Level 3: Repeated offences and/or major offences that are possibly intentional and suggest collusion or deliberate dishonesty.

13.14 Under no circumstances will MANCOSA release any marking memorandums or marking rubrics to any students or other third parties other than the academic persons responsible for a particular module.

13.15 Questions from past year papers will be made available on the MyMANCOSA Student Portal and MANCOSA Libraries no less than one year after the administration of the past assessment paper.

[IR 14] RESEARCH SUPPORT

14.1 Copyright of research - When a programme at MANCOSA for which a student is registered leads directly to the production of original material to which the student has made a contribution, ownership of all such intellectual property resides with MANCOSA. MANCOSA requires students to sign a formal acknowledgement in this regard, which will be made available prior to commencement of programme. All copyright of research and dissertations completed by students becomes the intellectual property of MANCOSA.

14.2 Publication and/or display of project reports/dissertations -MANCOSA reserves the right to publish coursework carried out by students. For example, by placing copies in MANCOSA libraries or giving exposure to the research in the media. This may include placing copies in MANCOSA libraries or providing exposure for the research through the media.

[IR 15] FINANCE AND FEES

15.1 Payment of fees

15.1.1 All fees and other payments owing to MANCOSA for tuition and/or services provided must be paid by the due dates as stipulated in the current fee schedule. A non-refundable registration fee is included in all fees. A non-refundable registration fee is payable as part of the overall fee structure.

15.1.2 Where a student has a sponsorship/bursary for his/her studies from an employer or any other sponsoring/bursary body in respect of fees, the student must supply proof of sponsorship/bursary at the point of enrolment.

15.1.3 The student, however, is ultimately responsible for all and any payment owing to MANCOSA in the case of default by the sponsor.

15.1.4 Once a specific payment plan is chosen, students may pay fees as follows:

15.1.5 Payment in cash at the MANCOSA offices in Durban or Johannesburg.

- Credit card, chipped credit card and debit card payment via the MANCOSA website
- Electronic funds transfer payments
- Debit order payments by completing a debit order authorisation form and submitting it to the finance department in Durban.

15.1.6 Students are cautioned that once a payment plan has been chosen, the terms of such arrangement must be strictly adhered to and may not be changed without prior written permission from MANCOSA.

15.1.7 Payment details - The following details must accompany all payments made to MANCOSA:

- Student number or enquiry number
- Full name and surname

15.1.8 Proof of payment/transfer must be forwarded to the finance department. Incorrect payment details may result in student accounts not being credited.

15.1.9 Overdue accounts

15.1.9.1 Penalties may be imposed on all overdue accounts.

15.1.9.2 Students who fail to pay fees by the due date will automatically move onto payment plan three 3 or have their accounts adjusted accordingly, thereby increasing their debt to MANCOSA.

15.1.10 If students have outstanding financial obligations, MANCOSA reserves the right to apply two steps:

15.1.10.1 Withhold the results of summative assessments

15.1.10.2 Withhold the release of certificates.

15.1.11 No student may re-enrol for the following year or enrol for a different programme whilst still in debt to MANCOSA.

15.1.12 Students requesting additional material not included in the programme fee will be charged accordingly for items such as photocopying and postage.

15.1.13 MANCOSA will make use of debt collecting services to recover unpaid student debts and possibly pursue further legal action where applicable.

15.2 Additional fees/charges - The following non-exhaustive list of additional fees, which are revised annually, are levied:

- Graduation fees
- Formative assessment re-mark fee
- Formative assessment re-submission fee
- Summative assessment script re-mark fee
- Supplementary summative assessment
- Aegrotat summative assessment
- Graduating in absentia
- Transcripts/certificates (copies)
- Change of elective
- Extension on dissertation
- Viewing of marked summative assessment script

15.3 A charge will be levied to cover administrative and bank charges in respect of returned cheques and/or unpaid debit orders.

15.4 The following financial rules apply to deferrals:

15.4.1 Only if the financial obligations of a student are met, may a student be granted permission to defer/postpone a programme.

15.4.2 A deferral postpones a student's studies, not his/her payment plan.

15.4.3 The deferral fee is revised annually.

15.4.4 The deferral payment must be made at the time of the deferral application.

15.5 Cancellations/de-registrations and expulsion – fee liability

15.5.1 A student who intends cancelling his/her registration must notify MANCOSA in writing.

15.5.2 Students will be liable for the non-refundable registration fee, if the cancellation occurs within 20 business days from the date of initial registration.

15.5.3 Students will also be liable for the payment of full course fees, if the cancellation occurs after the 20 business days of the date of initial registration.

15.5.4 The decision of Academic EXCO, on the recommendation of the Director of Finance, is final and binding.

15.6 Re-registration of incomplete modules

15.6.1 A student's request for re-registration of incomplete modules will only be processed once all outstanding financial balances have been settled and on receipt of the registration fee.

15.6.2 The re-registration fee is a modular fee which includes the registration fee.

15.6.3 The re-registration fees (after the payment of the registration fee) must be settled within a maximum of three (3) consecutive months from the initial date of registration.

15.6.4 Assessments from incomplete modules will not be carried forward into the new registration/ intake period.

15.6.5 The decision of Academic EXCO, on the recommendation of the director of finance, is final and binding.

15.6.6 Applications for registration of incomplete modules must be forwarded to the coordinator of re-registration and deferrals at rereg@mancosa.co.za.

15.7 Change of elective

15.7.1 A student's request for the change of an elective will only be processed on settlement of all outstanding balances and on receipt of the change of elective fee.

15.7.2 The change of an elective application must be completed before the first assessment due date for the current semester and provided that no assessments have been attempted.

15.7.3 If assessments had been submitted for the elective in the previous semester, then the student will be required to re-register for the module in the current semester.

15.7.4 The decision of Academic EXCO, on the recommendation of the director of finance, is final and binding.

[IR 16] GRADUATION

16.1 Overview

16.1.1 On successful completion of all the programme assessment requirements (formative and summative assessments, research report, dissertation or thesis) as applicable, a student may be eligible* to graduate.

16.1.2 Students who are completing their research report, dissertation or thesis must adhere to their individual submission deadlines (as indicated on their supervisor allocation letter).

16.1.3 *Eligibility to graduate means being entitled to graduate, which is dependent on factors, including but not limited to:

a) Verification of all assessments logged on to the student information system (SIS)

b) Ratification of student's dissertation, research report, thesis and work integrated learning assessment outcome as applicable by the relevant academic and research committees.

16.1.4 It is important to note that although a student may be eligible to graduate, the student will only receive his/her certificate when all fees are paid. In addition, students owing fees will not be invited to the physical graduation ceremony.

16.2 Graduation in Absentia

16.2.1 Students graduating in absentia are liable for a fee which includes the cost of postage/courier of the certificate to the student.

16.2.2 Students may not defer his/her graduation.

16.3 The graduation certificate will have the MANCOSA seal affixed onto it. The MANCOSA seal will be affixed to the graduation certificate.

16.4 If a graduation certificate is to be replaced, the already-issued certificate must be returned to MANCOSA before the replacement certificate is issued.

16.5 Damaged certificates are to be returned to MANCOSA in order for the re-printed certificate to be issued.

16.6 Stolen or lost certificates will require an affidavit in order for the certificate to be re-issued. An affidavit must be submitted for the replacement of a lost or stolen certificate.

16.7 A fee will be levied to replace a graduation certificate.

16.8 In line with regulatory bodies' requirements, under no circumstances will a graduation certificate be issued prior to the graduation ceremony.

16.9 An official MANCOSA academic transcript and transcript supplement will be provided to the student together with the certificate.

16.10 MANCOSA will print the full name as recorded on the student information system. The onus is on the student to inform MANCOSA timeously if there are any changes to his/her name.

16.11 The name on the student information system should be the same as that on an officially recognised form of identification document such as:

16.11.1 passport

16.11.2 national identity document/card.

16.12 Qualifications conferred *With Distinction*, or *Cum Laude*:

Programme	Requirements for obtaining a qualification ***with distinction*** **or** ***cum laude***
Higher Certificate	shall be conferred *with distinction* if the student obtained a final *average* mark of at least 75% for all the modules in the programme.
Advanced Certificate	shall be conferred *with distinction* if the student obtained a final *average* mark of at least 75% for all the modules in the programme.
Advanced Diploma	shall be conferred *with distinction* if the student obtained a final *average* mark of at least 75% for all the modules in the programme.
Bachelor's Degree	shall be conferred *cum laude* if the student has obtained a final *average* mark of at least 75% for all the modules with an average mark of 75% for all the exit-level modules of the programme.
Bachelor's Honours degree	shall be conferred *cum Laude* if the student has obtained a final *average* mark of at least 75% for all the modules in the programme.
Postgraduate Certificate	shall be conferred *with distinction* if the student has obtained a final *average* mark of at least 75% for all the modules in the programme.
Postgraduate Diploma	shall be conferred *with distinction* if the student has obtained a final *average* mark of at least 75% for all the modules in the programme
Master's degree with coursework and dissertation	shall be conferred *cum laude* if the student has obtained a final *average* mark of at least 75% for all the modules with a final mark of at least 75% for the dissertation in the programme.
Master's degree with dissertation only	shall be conferred *cum laude* if the student has obtained a final *average* mark of at least 75% for the dissertation in the programme.

16.13 The student may not obtain a qualification *with distinction* or *cum laude* unless he or she passes all modules in the programme during the first Assessment attempt and without re-registration (this includes both assessments and examinations and/or summative assessments). Furthermore, for qualifications with a research component, a student can only obtain a qualification *cum laude* if they complete the research component within the minimum duration. The student may not obtain a qualification *with distinction* or *cum laude* if he/she has:

16.13.1 Attempted any supplementary/re-write or aegrotat examination/online summative assessment

16.13.2 Attempted a resubmission of an assessment

16.13.3 Has re-registered for any module in the programme

16.13.4 Has received credit accumulated transfer from another institution

16.13.5 Been granted a deferral in the programme.

16.14 Award of qualification

16.14.1 Upon the recommendation of the Assessments, Verification and Certification Committee (AVC) and the approval of the Senate, a qualification will not be awarded or conferred until all:

16.14.1.1 Modules have been successfully completed, and the programme requirements have been met

16.14.1.2 MANCOSA rules and programme requirements have been met

16.14.1.3 Financial obligations due to MANCOSA have been settled

16.14.2 A qualification may not be awarded for early exit from a programme.

16.14.3 Conferment of a completed MANCOSA qualification does not constitute completion nor guarantee compliance with or fulfilment of registration criteria for any professional occupations. Students are required to ensure they are aware of the various requirements for pursuing employment or accreditation with professional bodies or employers, where applicable.

[IR 17] THIRD PARTY INFORMATION REQUESTS

17.1 MANCOSA processes students' personal and academic information in accordance with its Institutional Rules, the Protection of Personal Information Act 4 of 2013 (POPIA), and all other applicable legislation. Such information is processed lawfully, fairly, and only for specific and legitimate purposes. MANCOSA will not disclose a student's personal or academic information to any third party without the student's prior written consent, unless such disclosure is authorised or required by law, or is otherwise necessary to give effect to these Institutional Rules or fulfil the Institution's statutory, regulatory, or operational obligations.

17.1.1 Third party requests for student information may include but are not limited to:

17.1.1.1 Result/qualification verification by potential employers, professional bodies, or other educational institutions.

17.1.1.2 Student fees and bursaries information to financial institutions, scholarship organizations, or government bodies.

17.1.1.3 Student misconduct and/or student irregularities to legal authorities, regulatory bodies, or in compliance with court orders.

17.1.1.4 Academic progress and performance information to guardians, sponsors, or guardianship institutions where applicable.

17.1.1.5 Health and safety information in emergency situations to healthcare providers or emergency services.

17.1.1.6 Participation in academic or extracurricular activities to accrediting agencies or external examiners.

17.1.2 MANCOSA will ensure the following safeguards are in place to protect student privacy:

17.1.2.1 Student information will only be released to verified third parties who have a legitimate interest or legal requirement for the information.

17.1.2.2 All third parties must provide sufficient evidence of their identity and purpose before any information is disclosed.

17.1.2.3 Only the minimum amount of information necessary to fulfil the request will be disclosed.

17.1.2.4 Student information will be transmitted using secure and encrypted methods to prevent unauthorised access.

17.1.3 Students' rights regarding their personal information include:

17.1.3.1 The right to be informed about the categories of third parties to whom their information may be disclosed.

17.1.3.2 The right to request access to their own personal information held by MANCOSA.

17.1.3.3 The right to request the correction or deletion of their personal information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, or obtained unlawfully.

17.1.3.4 The right to object to the processing of their personal information in certain circumstances, as outlined in POPIA.

17.1.3.5 The right to lodge a complaint with the Information Regulator if they believe their personal information has been processed in violation of POPIA.

17.1.4 MANCOSA's obligations include:

17.1.4.1 Regular review and updating of policies and procedures related to the handling of personal information.

17.1.4.2 Training staff members on the legal requirements and best practices for data protection and privacy.

17.1.4.3 Conducting periodic audits to ensure compliance with data protection laws and institutional policies.

17.1.4.4 Promptly addressing any data breaches or security incidents involving student information and notifying affected individuals and the Information Regulator as required by law.

[IR 18] LETTERS OF CONDUCT AND STUDY PERMITS

18.1 MANCOSA shall adhere to the Policy Framework for the Internationalisation of Higher Education in South Africa and the Immigration Act 13 of 2002 in the issuing of study permits to international students.

18.1.1 Eligibility and Application Process:

18.1.1.1 All prospective international students must obtain a valid study visa issued by the Department of Home Affairs before commencing their studies at MANCOSA.

18.1.1.2 Applicants must submit a completed study visa application form, along with all required documentation, including proof of acceptance from MANCOSA, a valid passport, proof of sufficient financial resources, and a medical report.

18.1.1.3 MANCOSA will provide a letter of acceptance and any additional required documentation to support the student's study permit application.

18.1.1.4 The study permit application must be submitted to the South African embassy, consulate, or Department of Home Affairs office in the applicant's home country or place of residence.

18.1.2 Requirements for Issuance and Maintenance of Study Permits:

18.1.2.1 International students must comply with all conditions stipulated in their study permits, including maintaining full-time registration at MANCOSA for the duration of their studies.

18.1.2.2 Students must provide MANCOSA with a copy of their valid study permit upon arrival and ensure it remains valid throughout their period of study.

18.1.2.3 Any changes in the student's status, such as changes in course of study, address, or contact details, must be reported to both MANCOSA and the Department of Home Affairs within the prescribed timeframe.

18.1.2.4 Study permits are subject to renewal as per the regulations set forth by the Department of Home Affairs. Students are responsible for initiating the renewal process well before the expiration of their current permit.

18.1.3 Support and Guidance:

18.1.3.1 MANCOSA shall provide guidance and support to international students in understanding and complying with study permit requirements.

18.1.3.2 An International Student Office or designated official will be available to assist students with queries related to study permits and immigration regulations.

18.1.3.3 MANCOSA will conduct information sessions and provide written materials to ensure students are aware of their obligations and the procedures for obtaining and renewing study permits.

18.1.4 Compliance and Reporting:

18.1.4.1 MANCOSA shall maintain accurate records of all international students and their study permit statuses.

18.1.4.2 Regular audits will be conducted to ensure compliance with the Policy Framework for the Internationalisation of Higher Education and immigration laws.

18.1.4.3 MANCOSA will report any non-compliance or violations of study permit conditions to the Department of Home Affairs as required by law.

18.1.5 Rights and Responsibilities of International Students:

18.1.5.1 International students have the right to receive clear information about study permit requirements and processes.

18.1.5.2 Students must take personal responsibility for ensuring that their study permits remain valid and that they adhere to all conditions specified in the permits.

18.1.5.3 Any student found in violation of study permit conditions may face disciplinary action by MANCOSA and/or legal action by the Department of Home Affairs.

[IR 19] RELEASE OF MARKING MEMOS AND PAST ASSESSMENT PAPERS

19.1 Under no circumstances will MANCOSA release any marking memorandums or marking rubrics to any students or other third parties other than the academic persons responsible for a particular module.

19.2 Past year papers will be made available on the MyMANCOSA Student Portal and MANCOSA Libraries no less than one year after the administration of the past assessment paper.

[IR 20] PRIVATE TUITION

20.1 No student may request/receive private tuition from any MANCOSA facilitator, full-time or part-time, without written consent from the Academic EXCO Chairperson's office to do so. Similarly, no facilitator may provide private tuition to any MANCOSA student without written consent from the Academic EXCO Chairperson.

20.2 MANCOSA is not affiliated with any private tutors or companies offering private academic services. Students who utilise these services do so entirely at their own risk. Students are reminded to avoid utilising these services and familiarise themselves with the MANCOSA Student Code of Conduct. The use of private tutors may result in a breach of the code of conduct and may attract disciplinary consequences, especially where instances of academic dishonesty and/or plagiarism arise.

[IR 21] COMPLAINTS

21.1 A complaint is considered to be an expression of a legitimate concern regarding some aspect of MANCOSA's provision and/or operation which needs a response.

21.2 Every attempt will be made to deal with student complaints as effectively as possible. Complaints will be treated in confidence and no victimisation or discrimination of any kind will be tolerated against the complainant.

21.3 Anonymous complaints against a person or persons will not be considered. The procedure is outlined in the Student Code of Conduct.

21.4 MANCOSA reserves the right to communicate directly to a student in the event that a complaint has been lodged. MANCOSA reserves the right not to address any complaints lodged by a student or group of students who do not follow the correct complaints procedure as outlined in the Student Code of Conduct.

21.5 All queries and complaints including those related to MANCOSA electronic facilities (such as IT and website information) must be forwarded to MANCOSA on:

Freshdesk: https://MANCOSA.freshdesk.com/support/tickets/new

Tel: **(+27) 861 800 000**

[IR 22] CALL RECORDINGS: INCOMING AND OUTGOING

22.1 MANCOSA reserves the right to record all telephone calls whether incoming or outgoing, for quality assurance purposes.

22.2 All callers will be informed at the beginning of the call, that their conversations may be recorded for quality assurance purposes.

22.3 Access to all call recordings will be strictly limited to authorised personnel only.

22.4 The institution is committed to safeguarding and protecting the privacy of all students ensuring that all call recordings comply with POPIA and the relevant data protection laws. Any breach of this policy by a student may result in disciplinary action in accordance with the MANCOSA Student Code of Conduct.

22.5 Call recordings may be used as evidence for any breach of institutional rules including instances where students disregard staff members during calls.

[IR 23] STUDENT GRIEVANCE, APPEAL, AND DISCIPLINARY PROCESSES

23.1 Student Grievance and Appeal Process

23.1.1 Students who wish to lodge a grievance or appeal a decision must follow the procedures outlined below to ensure a structured, equitable, and impartial resolution process.

23.1.2 The grievance and appeal process stands as the final authority for all grievances and appeals, whereby the decisions are conclusive and binding, ensuring the process's integrity and finality.

23.1.3 Students must exhaust all reasonable internal recourse through MANCOSA's structures before submitting a formal grievance or appeal.

23.1.4 Appeals represent the final recourse available for institutional decisions, including academic, administrative, or disciplinary matters.

23.2 Grievance Procedure

23.2.1 Submission of Grievance

23.2.1.1 Students are required to submit a formal written grievance using the prescribed Grievance Form. The completed form must be submitted to the Office of the Registrar via the designated grievance email address (grievances@mancosa.co.za).

23.2.1.2 The grievance should include all relevant details, supporting documents, and a clear description of the issue/Grievance at hand.

23.2.2 Initial Review

23.2.2.1 Grievances and appeals must be based on valid grounds, namely substantive unfairness and/or procedural unfairness, and must be supported by relevant evidence where applicable. Submissions that fail to establish valid grounds or are unsupported by sufficient evidence may be deemed invalid and may not proceed for consideration by the Grievances and Appeals Committee ("GAC").

23.2.3 Resolution Process

23.2.3.1 Where a grievance or appeal is accepted for consideration, the GAC will engage with relevant stakeholders and appoint an independent panel to investigate the matter. The panel will conduct its investigation and submit a detailed Panel Report, together with its findings and recommendations, to the Committee.

23.2.3.2 The GAC will consider the Panel Report and, where necessary, engage with the panel members to seek clarification on any aspect of the investigation or recommendations. After considering all relevant information, the Committee will determine whether the grievance is upheld or not upheld. The student will be furnished with a written outcome letter together with a copy of the Panel Report, subject to any applicable confidentiality or legal obligations.

23.2.3.3 The decision of the GAC constitutes MANCOSA's final internal determination of the grievance or appeal. No further internal appeal may be lodged against a decision of the Committee.

23.3 Appeal Procedure

23.3.1 Grounds for Appeal

23.3.1.1 Appeals must be based on procedural irregularities and/or substantive unfairness only.

23.3.1.2 Dissatisfaction with an outcome alone does not constitute valid grounds for an appeal.

23.3.2 Submission of Appeal

23.3.2.1 If a student is dissatisfied with the outcome of a decision taken by MANCOSA, they may submit an appeal to the MANCOSA GAC within ten (10) calendar days after receiving the decision.

23.3.2.2 The appeal must be submitted by completing the prescribed Appeals Form, clearly stating the grounds or justification for the appeal and providing all relevant supporting documentation.

23.3.3 Review by the Grievances and Appeals Committee (GAC)

23.3.3.1 The Grievances and Appeals Committee (GAC) will review the appeal to assess whether the original decision was reached in accordance with the principles of procedural fairness and applicable institutional policies.

23.3.3.2 The GAC will not reinvestigate the merits of the matter. Its review is limited to determining whether due process was followed, the decision was procedurally and substantively fair, and the outcome was reasonable based on the information available at the time the original decision was made.

23.3.3.3 The GAC will keep the student reasonably informed of the progress of the appeal. Once the Committee has reached its final determination, the student will be provided with the written outcome thereof.

23.3.4 Final Decision

23.3.4.1 The decision of the Grievances and Appeals Committee (GAC) constitutes MANCOSA's final internal determination of the appeal. The decision is final and binding for the purposes of the Institution's internal grievance and appeals process, and no further internal appeal may be lodged.

23.4 Student Disciplinary Process

The Student Disciplinary Committee (SDC) is responsible for handling allegations of student misconduct and ensuring adherence to the Student Code of Conduct.

Disciplinary Process Stages

23.4.1 Incident Reporting

23.4.1.1 All instances of misconduct must be reported using the official Incident Report Form. The completed form must be submitted to the Student Disciplinary Committee (SDC) Secretary via the designated email address (student.disciplinary@mancosa.co.za).

23.4.2 Preliminary Review

23.4.2.1 The SDC Chair reviews the incident report and determines if charges should be formulated.

23.4.2.2 If the case warrants further action, a Notice of Investigation (NOI) is issued to the student.

23.4.3 Notice of Investigation (NOI) and Hearing Preparation

23.4.3.1 The student receives a formal NOI detailing the charges, supporting evidence, and the scheduled hearing date.

23.4.3.2 The student may respond in writing or request an extension if unable to attend.

23.4.4 Hearing and Verdict

23.4.4.1 The disciplinary hearing is conducted in line with SDC guidelines and the Student Code of Conduct.

23.4.4.2 The student has the right to present their case, provide evidence, and call witnesses.

23.4.4.3 A verdict is reached based on the evidence presented.

23.4.5 Sanctions and Appeals

23.4.5.1 If found guilty, sanctions may range from a written warning to suspension or expulsion, depending on the severity of the misconduct.

23.4.5.2 The student has the right to appeal (see section 22.1.2 above) the decision to the Grievances and Appeals Committee (GAC) within ten (10) working days.

23.4.5.3 All disciplinary and appeal proceedings are conducted in compliance with institutional rules, policies, and applicable regulatory requirements to ensure procedural fairness and integrity.

ANNEXURE 1: ADMISSIONS AND SELECTIONS REQUIREMENTS

DEGREE AND HIGHER CERTIFICATE PROGRAMMES	
1.	All parts on the application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Surety details must be completed for unemployed and/or under 18 years of age applicants by person responsible for payment e.g. parent. Surety details must be completed by the person responsible for payment (e.g. a parent or legal guardian) for applicants who are unemployed and/or under 18 years of age.
4.	Matric certificate and ID must be certified (within six (6) months to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit must be provided. Certified copies of the applicant's National Senior Certificate (or equivalent) and identity document must be submitted. Certification must be dated within six (6) months of the application date. Where the surname on the identity document differs from that on the matric certificate or post-school qualification, an affidavit must also be submitted.
5.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module
6.	To be eligible for enrolment, applicants must meet the below criteria: a) An applicant applying for a degree programme must have obtained a Bachelor's pass in their National Senior Certificate (NSC) or an endorsement if they are in possession of a Senior Certificate b) An applicant applying for a Higher Certificate programme must have obtained either a Higher Certificate pass, Diploma pass or a Bachelor's pass in their National Senior Certificate (NSC). Applicants in possession of a Senior Certificate can either have a standard grade pass or an endorsement.
7.	Applicants who do not meet mature-age exemption criteria can apply via the RPL route – the application must be accompanied by all qualifications, in-house training/short courses completed and award/accomplishment certificates; detailed CV with dated working experience and a personal 150+ word motivation letter.
8.	Applicants who have completed and passed N4; N5 and N6 theory only (without the practical aspect of the programme) will gain entry onto Higher certificate and Degree programmes on condition that certified academic records are provided.
9.	Applicants currently in grade 12, will need to submit a certified copy of their ID; final grade 11 results as well as the most recent grade 12 results in order to receive a provisional letter. Terms and conditions apply.
10.	International applicants who have completed their Advanced Level and Ordinary level school leaving examinations will qualify for higher certificate and degree programmes.
11.	Applicants in possession of the General Educational Development (GED) will qualify for acceptance onto the degree programme with appropriate Scholastic Assessment Test (SAT) scores (overall SAT Score of 1130) or National Benchmark Test (NBT). Without SAT scores a GED will be treated as a higher certificate pass;
12.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done 5 years to date of

	application. For numerical modules (finance, mathematics and statistics), can be granted exemptions for modules done up to 10 years prior to date – terms and conditions apply.
ADVANCED CERTIFICATE PROGRAMMES	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate: NQF5 accredited qualification (120 credits) and ID must be certified (within 6 months to date of application) and if surnames are different on ID and Matric certificate/post matric qualification, we will need an affidavit.
4.	Applicants who have a National Nated Diploma (1-page qualification certificate showing all N4; N5 and N6 modules passed i.e. applicant completed all academic theoretical and work integrated learning (WIL) aspects of the programme) will qualify onto any Advanced Certificate programme. Those who do not produce the one (1) page qualification certificate outlining modules completed will not be considered for acceptance.
5.	Applicants who do not meet the straight articulation requirements can apply via the RPL route – the application must be accompanied by all qualifications, in-house training and award/accomplishment certificates, detailed CV with dated working experience and a personal 150+ word motivation letter. NB: If the applicant's highest accredited qualification has been completed within five (5) years to date of the application period, the applicant has to articulate onto the appropriate qualification.
6.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done five (5) years to date of application. For numerical modules (finance, mathematics and statistics), can be granted exemptions for modules done up to 10 years prior to date – terms and conditions apply.
ADVANCED DIPLOMA PROGRAMMES	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate and ID must be certified (within six (6) months to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	Applicants who have completed the NQF6 (three (3) years, 360 credits) National Diploma will qualify onto the Advanced Diploma programme. Certified Qualification Certificate and complete academic records must be provided.
5.	Applicants who have completed the National Nated Diploma NQF6 (one (1)-page qualification certificate showing all N4; N5 and N6 modules passed i.e. applicant completed 1.5 years of academic theoretical and 1.5 years of practical compulsory internship aspects of the programme) will qualify onto the Advanced Diploma programme.
6.	Applicants applying via RPL – application must be accompanied by all qualifications, in-house training and award/accomplishment certificates; detailed CV with dated working experience and a 150+ words motivation letter.

	NB: If the applicant's highest accredited qualification has been completed within five (5) years to date of the application period, the applicant has to articulate onto the appropriate qualification.
7.	Applicants who have completed the NQF6 (one (1) year, 120 credits) Advanced Certificate will qualify onto the Advanced Diploma programme. Certified Qualification Certificate and complete academic records must be provided.
8.	Applicants from external higher education institutions, who are applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done five (5) years to date of application. For numerical modules (Finance, Maths and Statistics), can be granted exemptions for modules done up to 10 years prior to date – terms and conditions apply.
POSTGRADUATE DIPLOMA PROGRAMMES	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate and ID must be certified [within six (6) months] and if surnames are different on ID and Matric certificate/ post matric qualification, we will need an affidavit.
4.	Applicants who have completed a National Diploma or National Nated Diploma (NQF6-360 credit) qualification must have a Bachelor of Technology (NQF7) qualification as well to articulate onto the programme. Both certified copies of National Diploma and Bachelor of Technology certificates together with both complete academic records must be submitted.
5.	Certified NQF7 degree certificate with official academic records.
6.	If an applicant is applying via the RPL route he/she must meet the following RPL requirements: a) Applicant must be 30 years or older b) Recently certified copy of ID and Matric Certificate c) Certified copies of all qualifications and academic records (complete and incomplete) d) All certificates received (awards, competence etc.) e) Evidence of continuous assessment e.g. in-house training f) An updated CV with detailed working experience and corresponding dates g) A 150+ word motivation letter from applicant NB: If the applicant's highest accredited qualification has been completed within five (5) years to date of the application period, the applicant has to articulate onto the appropriate qualification.
7.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done five (5) years to date of application. For numerical modules (Finance, Maths and Statistics), exemptions can be granted exemptions for modules done up to 10 years prior to date – terms and conditions apply.
HONOURS PROGRAMMES	

1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate and ID must be certified (within 6 months to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	In order to apply via straight articulation for the Honours programme an applicant must have obtained aligned foundational knowledge from their undergraduate degree e.g. for Bachelor of Commerce in Supply Chain Management Honours, the applicant must have completed supply chain modules (NQF5 – NQF7) or supply chain management1,2 and 3.
5.	Applicants who have a cognate National Diploma or National Nated Diploma (NQF6-360 credit) qualification must have a cognate Bachelor of Technology (NQF7) qualification as well to articulate onto the Honours programme. Both certified copies of National Diploma and Bachelor of Technology certificates together with both complete academic records must be submitted during the application phase.
6.	If an applicant is applying via the RPL route he/she must meet the following RPL requirements: a) Applicant must be 30 years or older b) Recently certified copy of ID and Matric Certificate c) Certified copies of all qualifications and academic records (complete and incomplete) d) All certificates received (awards, competence etc.) e) Evidence of continuous assessment e.g. in-house training f) An updated CV with detailed working experience and corresponding dates g) A 150+ word motivation letter from applicant An applicant applying via working experience that is for e.g. completed a degree in Human Resource Management but has +/- 5 to 10 years or more solid working experience in Supply Chain Management may apply via RPL for the Bachelor of Commerce in Supply Chain Management Honours programme. Evidence must be shown in the detailed working experience on their CV and a motivation letter. NB: If the applicant's highest accredited qualification has been completed within 5 years to date of the application period, the applicant has to articulate onto the appropriate qualification.
7.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done five (5) years to date of application. For numerical modules (Finance, Maths and Statistics), can be granted exemptions for modules done up to 10 years prior to date – terms and conditions apply.
MASTERS PROGRAMMES	
MASTER OF BUSINESS ADMINISTRATION	
1.	All parts on the online/hard copy application form must be completed.

2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate; ID or passport; qualification certificates and respective academic records must be attached and certified [within six (6) months to date of application] and if surnames are different on ID and Matric certificate/post matric qualification, an affidavit will be required.
4.	An applicant applying for the Master of Business Administration programme must have obtained a Bachelor's undergraduate degree and Honours degree, or a relevant Postgraduate Diploma (120 credits NQF 8) qualification. An applicant can also be considered if they have completed a 480 credit, NQF 8 professional degree. Applicants must submit certified copies of their academic records and qualification certificates for their NQF 7 and NQF 8 degrees.
5.	In addition, the following selection criteria for direct access will be utilised. The applicant must, where applicable: a) Have a minimum of five years working experience with at least three (3) managerial/supervisory experience b) Be at least 25 years of age c) Submit a comprehensive and up to date CV d) Submit a letter of motivation written by the applicant (preferably 150 words) e) Submit a letter of recommendation from the applicant's employer, detailing technical and soft skills, where applicable f) Attend an interview if deemed necessary by the Student Admission and Selection Committee, eg. In the case of a business owner who is self-employed.
6.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done five (5) years to date of application. For numerical modules (Finance, Maths and Statistics), exemptions can be granted for modules done up to 10 years prior to date – terms and conditions apply.
7.	If an applicant is applying via the RPL route he/she must meet the following RPL requirements: a) Be at least 30 years of age. b) Have a minimum of eight (8) years' working experience including three (3) years' management experience. c) Submit a Portfolio of Evidence (CV, academic records and qualification certificates, personal letter of motivation, letter of recommendation from employer, in-house training, current job profile, detailed list of qualifications and work experience). d) Be available for a personal face-to-face or virtual interview on a date specified by MANCOSA. Admissions and Selection Committee e) All RPL applications are subject to evaluation by the Student Recruitment, Selection and Admissions Committee as well as the RPL committee. NB: If the applicant's highest accredited qualification has been completed within five (5) years to date of the application period, the applicant has to articulate onto the appropriate qualification.
MASTER OF COMMERCE	
1.	All parts on the online/hard copy application form must be completed.

2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate; ID or passport; qualification certificates and academic records must be attached and certified (within six (6) months to date of application) and if surnames are different on ID and Matric certificate/post matric qualification, an affidavit will be required.
4.	An applicant applying for the Master of Commerce programme must have obtained a Bachelor's undergraduate degree and a cognate Honours degree, or a relevant Postgraduate Diploma (120 credits NQF 8) qualification. An applicant can also be considered if they have completed a 480 credit, NQF 8 professional degree. Applicants must submit certified copies of their academic records and qualification certificates for their NQF 7 and NQF 8 Degrees.
5.	In addition, the following selection criteria for direct access will be utilised. The applicant must, where applicable: a) Submit a comprehensive and up to date CV b) A letter of motivation written by the applicant (preferably 150 words) c) Submit a letter of recommendation from the applicant's employer, detailing technical and soft skills, where applicable d) Attend an interview if deemed necessary by the Student Admission and Selection Committee.
6.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – credits will only be granted for modules done five (5) years to date of application. For numerical modules (Finance, Maths and Statistics), exemptions can be granted for modules done up to 10 years prior to date – terms and conditions apply.
7.	If an applicant is applying via the RPL route, he/she must meet the following requirements: a) Be at least 30 years of age. b) Have a minimum of eight (8) years' working experience including three (3) years' management experience c) Submit a portfolio of evidence (CV, academic records and qualification certificates, personal letter of motivation, letter of recommendation from employer, in-house training, current job profile, detailed list of qualifications and work experience). d) Be available for a personal face-to-face or virtual interview on a date specified by MANCOSA. Admissions and Selection Committee. e) All RPL applications are subject to evaluation by the Student Recruitment, Selection and Admissions Committee as well as the RPL committee. NB: If the applicant's highest accredited qualification has been completed within five (5) years to date of the application period, the applicant has to articulate onto the appropriate qualification.

	MASTER OF PUBLIC ADMINISTRATION
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate; ID or passport; qualification certificates and respective academic records must be attached and certified [within six (6) months to date of application] and if surnames are different

	on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	An applicant applying for the Master of Public Administration programme must have obtained a Bachelors' undergraduate degree and Honours degree, or a relevant Postgraduate Diploma (120 credits NQF 8) qualification. An applicant can also be considered if they have completed a 480 credit, NQF 8 professional degree. Applicants must submit certified copies of their academic records and qualification certificates for their NQF 7 and NQF 8 Degrees.
5.	In addition, the following selection criteria for direct access will be utilised. The applicant must, where applicable: a) Submit a comprehensive and up to date CV b) A letter of motivation written by the applicant (preferably 150 words) c) Submit a letter of recommendation from the applicant's employer, detailing technical and soft skills, where applicable. d) Attend an interview if deemed necessary by the Student Admission and Selection Committee.
7.	Applicants from external higher education institutions, applying for credits /exemptions, must submit certified academic records including module outcomes and syllabus breakdown per module – c will only be granted for modules done five (5) years to date of application. For numerical modules (finance, maths and statistics), exemptions can be granted for modules done up to 10 years prior to date – terms and conditions apply.
8.	If an applicant is applying via the RPL route he/she must meet the following RPL requirements: a) Be at least 30 years of age b) Have a minimum of eight (8) years' working experience including three (3) years' management experience. c) Submit a Portfolio of Evidence (CV; academic records and qualification certificates; personal letter of motivation; letter of recommendation from employer; in-house training; current job profile; detailed list of qualifications and work experience). d) Be available for a personal face-to-face or virtual interview on a date specified by MANCOSA. Admissions and Selection Committee. e) All RPL applications are subject to evaluation by the Student Recruitment, Selection and Admissions Committee as well as the RPL committee. NB: If the applicant's highest accredited qualification has been completed within five (5) years to date application period, the applicant has to articulate onto the appropriate qualification.

DOCTOR OF BUSINESS ADMINISTRATION (DBA) PRE-REGISTRATION PROGRAMME	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Matric certificate; ID or passport; Qualification certificates and academic records must be certified [within six (6) months to date of application] and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	Applicants will be admitted to the doctoral programme in two phases. In phase one, applicants will be considered for admission into a pre-registration doctoral research proposal development programme. If successful in the pre-registration programme, the doctoral candidate may then be considered for phase two of the programme which is the registration into the Doctoral programme. **Phase one: pre-registration**

To be considered for selection into the doctoral pre-registration programme the following minimum admission requirements will apply:

- A relevant Master's degree with a minimum 55% pass for dissertation and 55% pass for course work.

In addition, all Doctorate applications must include:

- A completed application form
- Certified copy of matric certificate
- Certified copy of ID
- A current completed CV template, detailing the applicant's personal and qualification profile

and all professional, management and work experience.

- A statement of intent in the form of a concept note on the proposed study in which the applicant motivates for his/her admission into the doctoral programme and outlines a preliminary research proposal (The template will be attached to the Doctorate (DBA) application form – Annexure A).
- Certified copies of the applicant's academic qualification and academic transcripts, from the applicant's first undergraduate qualification to the Master's qualification.
- Three (3) letters of recommendation. These letters of academic or professional recommendation must describe the applicant's knowledge, skills, abilities and potential to engage in and successfully complete doctoral level research.
- Copy of the applicant's Master's research dissertation or recognised academic research work.
- Evidence of proficiency in English if the applicant is from countries or schools where English is not an official/first educational language, and the Masters Research Report is not in English.
- Satisfy other requirements as may be determined by the Student Recruitment, Admissions and Selection Committee.
- Have a minimum of five years of relevant work experience.

After a review of each application and acceptance by the Doctorate (DBA) Shortlisting Committee, a recommendation may be made that the candidate be formally invited to an interview.

For selection into the doctoral pre-registration programme consideration will be given by the interview panel to the following:

Assessment of the candidate's readiness to undertake doctoral study:

- Availability of suitably qualified supervisor(s) in the area of specialisation and proposed study.
- A comprehensive CV detailing experience and level of prior workplace and community functioning.
- Alignment with the institutional research focus areas and strengths.

Candidates who are successful will be pre-registered into a Doctoral Research Development Programme and supported to develop and defend a Doctoral Research Proposal for approval before being allowed to formally register for the programme.

	Phase two: Registration For all candidates who are pre-registered and successfully complete the Doctoral research proposal development programme, the final minimum requirements that must be met in order to be formally admitted into the doctoral programme are as follows: ▪ Successful presentation and defence of a Doctoral research proposal ▪ Availability and allocation of a supervisor(s) for the study ▪ Approval of the final research proposal ▪ Ethical clearance for the research to be conducted. The major aim of a Doctorate degree is for the individual to demonstrate that he/she can undertake independent research and that he/she can work independently to meet the demands of doctoral level study within the prescribed time period. This is best determined by ensuring that applicants meet the admission requirements for pre-registration and final registration into the programme. Where a candidate does not complete his/her Doctorate Degree within the prescribed five-year period, then that candidate would have to apply in writing for special permission to continue with their doctoral studies. Each case will be evaluated according to its merits by the DRC.
SCHOOL OF EDUCATION PROGRAMMES	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	Surety details must be completed for unemployed and/or under 18 years of age applicants by person responsible for payment e.g. parent.
4.	Applicants who have completed the National Senior Certificate (NSC) or an NQF Level 4 National Certificate Vocational (NCV) with an endorsement for entry into a Bachelor's study programme (Bachelor's Pass) will qualify onto the BEd (Senior Phase and Further Education and Training Teaching) programme. Applicants will be required to have a minimum of a 50% pass in English Home Language; or 55% pass in English First Additional Language.
5.	Specialisations: a) For Isizulu specialisation, applicants will be required to have a minimum of a 50% pass in Isizulu Home Language; or 55% pass in Isizulu First Additional Language. b) For English specialisation, applicants will be required to have a minimum of a 50% pass in English Home Language; or 55% pass in English First Additional Language. c) For Mathematics Specialisation: - All applicants should have sufficient knowledge of the discipline underpinning the teaching specialisation of Mathematics in order to teach this particular school subject. - All applicants should have achieved the following marks at NQF level 4 (NSC) or (NCV): - Mathematics - 50%

	- Technical Mathematics 55%
6.	Mature Age Exemption – applicants who are 23+ years of age and have 1 of the following: a) Matric certificate with "S" pass b) Matric certificate with Higher certificate and/or Diploma pass c) Applicants will be required to have a minimum of a 50% pass in English Home Language; or 55% pass in English First Additional Language. NB Applicants must meet the requirements for certain subject specialisations.
7.	Applicants who do not meet the straight articulation requirements can apply via the RPL route. The Application must be accompanied by all qualifications, certificates for all short courses and trainings, or a letter from HR listing all short course and award/accomplishment certificates completed in the education environment. The Applicant must also provide a detailed CV with dated work experience and a personal letter of motivation signed by the Applicant. The Applicant may be required to attend an interview if deemed necessary by the Admissions and Selections RPL Committee. NB: If the Applicant's highest accredited qualification has been completed within five years to date of the Application period, the Applicant has to articulate onto the appropriate qualification.
Postgraduate Certificate in Education in Further Education and Training Teaching (PGCE)	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	All documents must be certified (within 6 months to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	Applicants who have completed an NQF level 6 National Diploma and NQF Level 7 Bachelor of Technology will qualify for admission onto the Post Graduate Certificate in Education Programme. Applicants must submit certified copies of their academic record and qualification certificate for their NQF 6 (National Diploma) together with their NQF 7 (Bachelor of Technology/Advanced Diploma). Applicants should have sufficient disciplinary knowledge in an area of teaching specialisation i.e. the applicant should have completed NQF level 5, 6 and 7 of the school subjects they intend to specialise in.
5.	Applicants who have completed an NQF level 7 degree will qualify for admission onto the Postgraduate Certificate in Education in Further Education and Training Teaching Programme. The undergraduate degree should include sufficient disciplinary knowledge in an area of teaching specialisation i.e. the applicant should have completed NQF level 5, 6 and 7 of the school subjects they intend to specialise in. Applicants must submit certified copies of their academic record and qualification certificate for the NQF 7 Degree,
6.	The Admissions and Selections Committee does not consider applications on the basis of Recognition of Prior Learning for the Postgraduate Certificate in Education in Further Education and Training Teaching programme.
Postgraduate Diploma in Educational Management	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.

3.	All documents must be certified (within a year to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	Applicants who have completed an appropriate NQF level 7 degree/ Bachelor of Technology/ Advanced Diploma will qualify for admission into the Postgraduate Diploma in Educational Management. Applicants must submit certified copies of their academic records and qualification certificates for their NQF 7 and NQF 8 Degrees. Applicants can also submit certified copies of their academic record and qualification certificate for their NQF 6 (National Diploma) together with their NQF 7 (Bachelor of Technology/Advanced Diploma).
5.	If an applicant is applying via the RPL route he/she must meet the following RPL requirements: a) Applicant must be 30 years or older b) Recently certified copy of ID and Matric Certificate c) Certified copies of all qualifications and academic records (complete and incomplete) d) All certificates received (awards, competence etc.) e) Evidence of continuous assessment e.g. in-house training f) An updated CV with detailed working experience and corresponding dates g) 150+ word motivation letter from applicant NB: If the applicant's highest accredited qualification has been completed within 5 years to date of the application period, the applicant must articulate onto the appropriate qualification.
Bachelor of Education Honours in Educational Leadership and Management	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	All documents must be certified (within a year to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	Applicants must submit certified copies of the academic record and qualification certificate for the cognate NQF 7 Degree.
5.	Applicants who have completed a four-year teaching degree, an appropriate degree or a professional teaching qualification; or applicants who have a professional teaching qualification and an Advanced Diploma in Education in Educational Leadership and Management (or equivalent) will qualify for admission into the Bachelor of Education Honours in Educational Leadership and Management. All applicants must have an average of 55% in their prior qualification/s.
6.	Applicants who do not meet the straight articulation requirements can apply via the RPL route. The Application must be accompanied by all qualifications, certificates for all short courses and trainings, or a letter from HR listing all short course and award/accomplishment certificates completed in the education environment. The Applicant must also provide a detailed CV with dated work experience and a personal letter of motivation signed by the Applicant. The Applicant

	may be required to attend an interview if deemed necessary by the Admissions and Selections RPL Committee. NB: If the Applicant's highest accredited qualification has been completed within five years to date of the Application period, the Applicant has to articulate onto the appropriate qualification.
Master of Education in Educational Leadership and Management	
1.	All parts on the online/hard copy application form must be completed.
2.	The DHET declaration must be signed and completed by the applicant including SAQA code and name of programme on the hard copy application form.
3.	All documents must be certified (within a year to date of application) and if surnames are different on ID and Matric certificate/ post matric qualification, an affidavit will be required.
4.	Applicants must submit certified copies of their academic records and qualification certificates for their NQF 7 and NQF 8 Degrees. Applicants can also submit certified copies of their academic record and qualification certificate for their NQF 6 (National Diploma) together with their NQF 7 (Bachelor of Technology/Advanced Diploma).
5.	Applicants who have completed a Bachelor of Education Honours degree; or a 480 credit professional degree; at NQF level 8, or an appropriate Honours degree; at NQF level 8 or An appropriate Postgraduate Diploma will qualify for admission into the Master of Education in Educational Leadership and Management.
6.	Applicants who do not meet the straight articulation requirements can apply via the RPL route. The Application must be accompanied by all qualifications, certificates for all short courses and trainings, or a letter from HR listing all short course and award/accomplishment certificates completed in the education environment. The Applicant must also provide a detailed CV with dated work experience and a personal letter of motivation signed by the Applicant. The Applicant may be required to attend an interview if deemed necessary by the Admissions and Selections RPL Committee. NB: If the Applicant's highest accredited qualification has been completed within five years to date of the Application period, the Applicant has to articulate onto the appropriate qualification.

PROGRAMME SUMMARY – STRUCTURE, DELIVERY AND ASSESSMENT – 2025

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
HIGHER CERTIFICATES	MANCOSAConnect	**6/7/8 modules per year** Delivered on modular basis - 5 weeks per module **All modules:** Four (4) formative assessments (KCQ) + one (1) summative assessment (project)	4 Webinars per module Theory modules: 4 x 1 hour = 4 hours per module Quantitative modules: 4 x 2 hours = 8 hours per module

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Number of Attempts	Sub-minimum requirement
Formative Assessment 1 (KCQ 1)	10%	2	Compulsory completion and an average of 50% (20/40) across all formative assessments
Formative Assessment 2 (KCQ 2)	10%	2	
Formative Assessment 3 (KCQ 3)	10%	2	
Formative Assessment 4 (KCQ 4)	10%	2	
Summative Assessment (PROJECT)	60%	2 (Only applicable on resubmission if sub-minimum not met)	50%

ASSESSMENT SUBMISSION

Formative Assessment 1 – 4 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses student's understanding of key concepts and theories and is designed to stimulate student's active and self-managed learning. **Submission:** There are 4 formative assessments (KCQ), one assigned to each of the first four (4) weeks. Each assessment is available after the webinar in that particular week. The assessment is thereafter available on the MANCOSAConnect student portal until the end of the five-week period. Students will have two (2) attempts at the assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher of the two marks will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Summative Assessment (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:**

	The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.

ACCESSING RESULTS
MANCOSAConnect portal – Students can access their individual assessment results on this portal. **MyMANCOSA portal –** Students can access their result letter on this portal. **MANCOSA Student Comms App –** Students can access their individual assessment results and final results on the app.

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
UNDERGRADUATE DEGREES YEAR 1	MANCOSAConnect	**Eight (8) modules – four (4) per semester** All modules – formative assessment 1 (KCQ 1) + Formative assessment 2 (KCQ 2) + 1 online summative assessment	**Theory modules:** 5/6 Webinars of 1 hour duration **Financial/quantitative modules:** 7/8 webinars of 1.5 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ 1)	20%	Compulsory completion and an average of 50% (20/40) across aormative assessment 1 and 2	2
Formative Assessment 2 (KCQ 2)	20%		2
Online Summative Assessment	60%	30%	2 (Only if subminimum in the online summative assessment is not met and/or final mark is less than 50%)

How to aass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 and 2 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.

Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
ACCESSING RESULTS	
MANCOSAConnect portal – Students can access their individual assessment results on this portal. **MyMANCOSA portal –** Students can access their result letter on this portal. **MANCOSA Student Comms App –** Students can access their individual assessment results and final results on the app.	

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
UNDERGRADUATE DEGREES YEAR 2 AND 3	MANCOSAConnect	**Eight (8) modules – four (4) per semester** All modules – Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment	**Theory modules:** 5/6 Webinars of 1 hour duration **Financial/quantitative modules:** 7/8 webinars of 1.5 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	30% - Year 2 40% - Year 3	2 (Only if subminimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
	Description:

Formative Assessment 2 (CASE STUDY/SCENARIO)	This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in Year 2 and 40% in Year 3 in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
ACCESSING RESULTS	
MANCOSAConnect portal – Students can access their individual assessment results on this portal. **MyMANCOSA portal –** Students can access their result letter on this portal. **MANCOSA Student Comms App –** Students can access their individual assessment results and final results on the app.	

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
ADVANCED CERTIFICATES	MANCOSAConnect	**Six (6) modules – three (3) per semester** All modules – Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment	**Theory modules:** 5/6 Webinars of 1 hour duration **Financial/quantitative modules:** 5/6 webinars of 1.5 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	30%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Formative Assessment 2 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice.

	Submission: These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
ACCESSING RESULTS	
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
ADVANCED DIPLOMA IN BUSINESS MANAGEMENT	MANCOSAConnect	**Eight (8) modules – four (4) per semester** **Semester 1:** **Four (4) compulsory, modules –** Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment **Semester 2:** **Two (2) compulsory modules + two (2) electives -** Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment	**Theory modules:** 5/6 Webinars of 1 hour duration **Financial/quantitative modules:** 5/6 webinars of 1.5 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative rssessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:**

	There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Formative Assessment 2 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Question papers will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. The completed assessment must be submitted before the session ends. Students are required to remain online for the duration of the online summative assessment and ensure that all answers are completed only in the online answer booklet provided. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the sub-minimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
ADVANCED DIPLOMA IN BUSINESS ANALYSIS	MANCOSAConnect	**Six (6) modules – three (3) per semester** All modules – Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment	**Theory modules:** 5/6 Webinars of 1 hour duration **Financial/quantitative modules:** 5/6 webinars of 1.5 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
	Description:

Formative Assessment 2 (CASE STUDY/SCENARIO)	This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY

ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION	MANCOSAConnect	**Eight (8) modules – four (4) per semester** **Semester 1:** **Four (4) compulsory modules –** Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment **Semester 2:** **Four (4) compulsory modules -** Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + one (1) online summative assessment	**Orientation Webinar:** Each module has one (1) orientation webinar **Theory/Financial/quantitative modules:** Each module has three (3) webinars

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative rssessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
	Description:

Formative Assessment 2 (CASE STUDY/SCENARIO)	This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Question papers will be available for download at each scheduled session opening time (as per the online summative assessment schedule in section 8 of the programme handbook). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. The completed assessment must be submitted before the session ends. Students are required to remain online for the duration of the online summative assessment and ensure that all answers are completed only in the online answer booklet provided. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the sub-minimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered.
ACCESSING RESULTS	
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
HONOURS	MANCOSAConnect	**Semester 1:** Four (4) modules – Formative assessment 1(case study/scenario) + formative assessment 2 (project) + online summative assessment **Semester 2:** Two (2) modules – Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment One (1) research report	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Research report	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:**

	An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
ACCESSING RESULTS	
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
POSTGRADUATE DIPLOMAS	MANCOSAConnect	**Eight (8) modules** Formative assessment 1 (case study/scenario) + Formative assessment 2 (Project) + online summative assessment	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration **Elective modules:** 4 Webinars of 2 hour duration

ASSESSMENT OF PROGRAMME			
Assessment type	**Contribution to final mark**	**Sub-minimum requirement**	**Number of Attempts**
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION	
Formative Assessment 1 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:**

	An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
POSTGRADUATE DIPLOMA IN ARTIFICIAL INTELLIGENCE	MANCOSAConnect	**Semester 1:** Three (3) modules – Formative assessment 1(case study/scenario) + formative assessment 2 (project) + online summative assessment **Semester 2:** Two (2) modules – Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment One (1) research report	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME			
Assessment type	**Contribution to final mark**	**Sub-minimum requirement**	**Number of Attempts**
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Research Project	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION	
Formative Assessment 1 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments.

	Extension rule: An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Business Administration (MBA)	MANCOSAConnect	**Year 1** **Eight (8) modules** Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment **Year 2: Semester 1** One (1) elective module - formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment One (1) dissertation	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME

ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Dissertation	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.
- A final mark of 50% is required for the Dissertation

ASSESSMENT SUBMISSION

Formative Assessment 1 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe.

	Re-submission rule: Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Public Administration (MPA)	MANCOSAConnect	**Year 1** **6 Modules** Formative Assessment 1 (Case Study/Scenario) + Formative Assessment 2 (Project) + Online Summative Assessment **Year 2: Semester 1** One (1) elective module - Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment One (1) dissertation	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME

ASSIGNMENT/ONLINE SUMMATIVE ASSESSMENT MODULES

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Dissertation	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.
- A final mark of 50% is required for the Dissertation

ASSESSMENT SUBMISSION

	Description:

Formative Assessment 1 (CASE STUDY/SCENARIO)	This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends.

	Re-write rule: The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Commerce	MANCOSAConnect	12 Months 1 Module - Dissertation	**4 webinars over 12 months**

ASSESSMENT OF PROGRAMME			
Assessment type	**Contribution to final mark**	**Sub-minimum requirement**	**Number of Attempts**
Dissertation	100%	50%	1
How to Pass a Module: a final mark of 50% is required for the dissertation			

ACCESSING RESULTS

MyMANCOSA portal – Students can access their result letter on this portal.

TIMELINES

Weeks	Activities
0-3	Topic finalisation with Research Coordinator
4	Topic approval
5	Webinar: Research proposal / literature review
5-8	Supervisor allocation and proposal development
10	Proposal approval
11-13	Introductory chapter/s
14-19	Literature review chapter/s
20	Webinar: Research methods and instruments
21	Pilot testing
22	Refining the research instrument
23-25	Research Methodology chapter/s
26	Webinar: Data preparation and analysis
27-30	Data collection
31-34	Data analysis
34	Webinar: Interpreting and discussing research findings
35-39	Presentation of findings chapter
40-44	Interpretation and discussion of findings chapter/s
46-49	Final chapter
50-51	Proofreading and final amendments

PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 1	MANCOSAConnect	**All modules – Formative assessment 1 (KCQ) + formative assessment 2 (KCQ) + 1 online summative assessment** **Year 1: Semester 1** Two (2) Compulsory modules Two (2) FET subjects One (1) SP subject **Year 1: Semester 2** Two (2) compulsory modules One (1) SP subject	**All Modules:** 5/6 Webinars of 1 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	20%	Compulsory Completion and an average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (KCQ)	20%		2
Online Summative Assessment	60%	30%	2 (Only if sub-minimum in the online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT SUBMISSION

Formative Assessment 1 and 2	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:**

	There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Online Summative Assessment	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 30% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
ACCESSING RESULTS	
MANCOSAConnect portal – Students can access their individual assessment results on this portal. **MyMANCOSA portal –** Students can access their result letter on this portal. **MANCOSA Student Comms App –** Students can access their individual assessment results and final results on the app.	
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 2	MANCOSAConnect	**All modules: Formative assessment 1 (KCQ) + formative assessment 2 (case study/scenario) + online summative assessment (OSA)** **Year 2: Semester 1** One (1) compulsory module Two (2) FET subjects 4-weeks teaching practice (May) **Year 2: Semester 2** Two (2) compulsory modules One (1) compulsory module: 4-weeks teaching practice (August), 2 school-based assessments and one (1) professional e-portfolio. One (1) compulsory module: Formative assessment 1 + formative assessment 2 + online summative assessment) Two (2) FET method subjects One (1) SP subject method module	**All modules:** 5/6 Webinars of 1 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across Formative Assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	30%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT FOR WORK INTEGRATED LEARNING			
Teaching Practice 202	**Assessor**	**Mark**	**Contribution to final mark**
Practical assessment 1	MANCOSA Mentor Assessor	100	35%
Practical assessment 2	MANCOSA Mentor Assessor	100	35%
Professional e-portfolio	MANCOSA Mentor Assessor	50	30%
TOTAL			**100**

ASSESSMENT SUBMISSION	
Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Formative Assessment 2 (CASE STUDY/SCENARIO)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:**

	An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
Teaching practice	**Description:** This is an 8-week school-based teaching experience within the months of May and August. The teaching practice block sessions are completed at the same Senior Phase (SP) school (Grades 7, 8, 9). **Submission:** Assessments are in the form of two practical assessments and a professional e-portfolio. Practical Assessments include a lesson plan and presentation submission. Students are required to upload lesson plans to MANCOSAConnect 48 hours prior to lesson delivery. The professional e-portfolio must be submitted on the MANCOSAConnect portal 5 days after the WIL Period. **Re-submission rule:** This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the teaching practice time-frame. **Extension rule:** This rule only applies for the professional e-portfolio. An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days. **Aegrotat rule:** Due to mitigating circumstances should a student be unable to attempt the assessment as per the required timeframes, the student will be required to apply for a WIL aegrotat via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) days of the scheduled practical assessments. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered. **Subminimum:** In order to pass TP202 (NQF level 6), a subminimum of 30% is required in each form of assessment. In order to pass the module a final combined mark of 50% is required. All submissions are compulsory.

ACCESSING RESULTS

MANCOSAConnect portal – Students can access their individual assessment results on this portal.
MyMANCOSA portal – Students can access their result letter on this portal.
MANCOSA Student Comms App – Students can access their individual assessment results and final results on the app.

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 3	MANCOSAConnect	**All modules: Formative Assessment 1 (KCQ) + Formative Assessment 2 (Case Study/Scenario) + Online Summative Assessment (OSA)** **Year 3: Semester 1** One (1) compulsory module Two (2) FET subjects One (1) SP subject method module 4-weeks teaching practice (May) **Year 3: Semester 2** One (1) compulsory modules – 4-weeks teaching practice (August), two (2) practical assessments and one observation (1) assignment Two (2) FET method modules One (1) SP subject module	**All modules:** 5/6 Webinars of 1 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT FOR WORK INTEGRATED LEARNING

Teaching Practice 302	Assessor	Mark	Contribution to final mark
Practical assessment 1	MANCOSA Mentor Assessor	100	35%
Practical assessment 2	MANCOSA Mentor Assessor	100	35%
Assignment	MANCOSA Mentor Assessor	50	30%
TOTAL			**100**

ASSESSMENT SUBMISSION	
Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Formative Assessment 2 (Case study/scenario)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:**

	The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
Teaching practice	**Description:** This is an 8-week school-based teaching experience within the months of May and August. The teaching practice block sessions are completed at the same High School, in Further Education and Training (FET) phase (Grades 10, 11 and 12). **Submission:** Assessments are in the form of two practical assessments and an observation assignment. Practical Assessments include a lesson plan and presentation submission. Students are required to upload lesson plans to MANCOSAConnect 48 hours prior to lesson delivery. The observation assignment must be submitted on the MANCOSAConnect portal 5 days after the WIL period. **Re-submission Rule:** This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the teaching practice timeframe. **Extension Rule:** This rule only applies for the observation assignment. An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of 5 calendar days. **Aegrotat Rule:** Due to mitigating circumstances should a student be unable to attempt the assessment as per the required timeframes, the student will be required to apply for a WIL aegrotat via the MyMANCOSA portal. Aegrotat applications must be submitted within 5 days of the scheduled practical assessments. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered. **Subminimum:** In order to pass TP302 (NQF level 7), a subminimum of 40% is required in each form of assessment. In order to pass the module a final combined mark of 50% is required. All submissions are compulsory.

ACCESSING RESULTS

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education in Senior Phase and Further Education and Training Teaching Year 4	MANCOSAConnect	**All modules: Formative assessment 1 (KCQ) + Formative assessment 2 (case study/scenario) + Online Summative Assessment (OSA)** **Year 4: Semester 1** Two (2) compulsory modules Two (2) FET subjects **Year 4: Semester 2** Two (2) compulsory modules One (1) SP subject method module Two (2) FET method subjects **Year 4: Semester 1 and 2** One (1) module – 8-weeks teaching practice (May and August), Two (2) school based assessments + one (1) professional e-portfolio	**All modules: 5/6 Webinars of 1 hour duration**

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across formative assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT FOR WORK INTEGRATED LEARNING

Teaching Practice 400	Assessor	Mark	Contribution to final mark
Practical assessment 1	MANCOSA Mentor Assessor	50	35%
Practical assessment 2	MANCOSA Mentor Assessor	50	35%
Professional e-portfolio	MANCOSA Mentor Assessor	50	30%
TOTAL			**100**

ASSESSMENT SUBMISSION	
Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Formative Assessment 2 (Case study/scenario)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:**

	The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
Teaching Practice	**Description:** This is an 8-week school-based teaching experience within the months of May and August. The teaching practice block sessions are completed at the same Senior Phase (SP) school (Grades 7, 8, 9) **OR** High School, in Further Education and Training (FET) phase (Grades 10, 11 and 12). **Submission:** Assessments are in the form of two practical assessments and a professional e-portfolio. Practical Assessments include a lesson plan and presentation submission. Students are required to upload lesson plans to MANCOSAConnect 48 hours prior to lesson delivery. The professional e-portfolio must be submitted on the MANCOSAConnect portal 5 days after the WIL Period. **Re-submission rule:** This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the teaching practice time-frame. **Extension rule:** This rule only applies for the professional e-portfolio. An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days. **Aegrotat rule:** Due to mitigating circumstances should a student be unable to attempt the assessment as per the required timeframes, the student will be required to apply for a WIL aegrotat via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) days of the scheduled practical assessments. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered. **Subminimum:** In order to pass TP400 (NQF level 7), a subminimum of 40% is required in each form of assessment. In order to pass the module a final combined mark of 50% is required. All submissions are compulsory.

ACCESSING RESULTS

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PROGRAMME	PORTAL	STRUCTURE (OPTION 1)	STRUCTURE (OPTION 2)	DELIVERY
Postgraduate Certificate in Education in Further Education and Training Teaching	MANCOSAConnect	**Semester 1** Three (3) modules – formative assessment 1 + formative assessment 2 + OSA One (1) elective module – formative assessment 1 + formative assessment 2 + 1 Oral OSA **Semester 2** One (1) module - formative assessment 1 + formative assessment 2 + OSA One (1) teaching practice module – one (1) assignment (4-weeks teaching practice) **Semester 3** One (1) teaching practice module – two (2) practical assessments + one (1) professional e-portfolio (4-weeks teaching practice) **Semester 2 and 3** Two (2) annual modules - formative assessment 1 + formative assessment 2 + OSA	**Semester 1** Three (3) modules – formative assessment + formative assessment 2 + OSA One (1) elective module – formative assessment 1 + formative assessment 2 + one (1) oral OSA **Semester 2** 2 Modules – formative assessment 1 + formative assessment 2 + OSA One (1) teaching practice module – one (1) assignment (4-weeks teaching practice) **Semester 3** One (1) teaching practice module – two (2) practical assessments + 1 professional e-portfolio (4-weeks teaching practice) One (1) module - formative assessment 1 + formative assessment 2 + OSA **Semester 2 and 3** Two (2) annual modules - formative assessment 1 + formative assessment 2 + OSA	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME			
Assessment type	**Contribution to final mark**	**Sub-minimum requirement**	**Number of Attempts**
Formative Assessment 1 (KCQ)	10%	Compulsory completion and an average of 50% (20/40) across Frmative Assessment 1 and 2	2
Formative Assessment 2 (Case study/scenario)	30%		2 (Only if the mark obtained in the first attempt is less than 50%)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Oral Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.

ASSESSMENT FOR WORK INTEGRATED LEARNING			
Teaching Practice 102	**Assessor**	**Mark**	**Contribution to final mark**
Teaching practice observation assignment	MANCOSA Mentor Assessor	100	100%
TOTAL			**100**

Teaching Practice 103	**Assessor**	**Mark**	**Contribution to final mark**
Practical assessment 1	MANCOSA Mentor Assessor	100	35%
Practical assessment 2	MANCOSA Mentor Assessor	100	35%
Professional e-portfolio	MANCOSA Mentor Assessor	50	30%
TOTAL			**100**

ASSESSMENT SUBMISSION	
Formative Assessment 1 (KCQ)	**Description:** These are online assessments. These assessments are in the form of multiple-choice questions, true/false or a combination of both. The knowledge check quiz assesses students understanding of key concepts and theories and are designed to stimulate students active and self-managed learning. **Submission:** The assessment is available for a 21-day period on the MANCOSAConnect student portal. Students will have two (2) attempts at each assessment (note that the second attempt will only be available 60 minutes after the first attempt has been completed). The higher mark of the two attempts will be retained. The duration of each assessment will be 60 minutes (theory modules) or 120 minutes (quantitative modules). All assessments must be attempted by 23:59 (SA time) on the closing date. **Re-submission rule:** There are no re-submissions. The higher mark of the two (2) attempts will apply. **Extension rule:** No extensions will be granted for these assessments.
Formative Assessment 2 (Case study/scenario)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:**

	These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
Teaching Practice	**Description:** This is an 8-week school-based teaching experience, in semester two (4-weeks) and semester three (4-weeks). The teaching practice block sessions are completed at the same school in Further Education and Training (FET) phase (Grades 10,11 and 12). **Submission:** Assessments are in the form of an Observation assignment for Teaching Practice 102 two practical assessments and a Professional e-Portfolio for Teaching Practice 103. Practical Assessments include a lesson plan and presentation submission. Students are required to upload lesson plans to MANCOSAConnect 48 hours prior to lesson delivery. The professional e-Portfolio must be submitted on the MANCOSAConnect portal 5 days after semester 3 WIL period. School-based WIL must be completed at the same school for Teaching Practice 102 and Teaching Practice 103.

	Re-submission rule: This rule only applies for practical assessments. In the event of a student obtaining a mark less than 50%, the student is allowed to attempt one resubmission within the teaching practice time-frame. **Extension rule:** This rule only applies for the professional e-Portfolio. An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days. **Aegrotat tule:** Due to mitigating circumstances should a student be unable to attempt the assessment as per the required timeframes, the student will be required to apply for a WIL aegrotat via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) days of the scheduled practical assessments. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered. **Subminimum:** In order to pass TP102 a final mark of 50% is required. In order to pass TP103 (NQF level 7), a subminimum of 40% is required in each form of assessment. In order to pass a final combined mark of 50% is required. All submissions are compulsory.
ACCESSING RESULTS	
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education Honours in Education Leadership and Management	MANCOSAConnect	**Semester 1:** Three (3) modules – Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment **Semester 2:** One (1) elective module – formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment One (1) research report	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Research Report	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.
- A final mark of 50% is required for the Research Report.

ASSESSMENT SUBMISSION

Formative Assessment 1 (Case study/scenario)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments.

	Extension rule: An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (Project)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered

ACCESSING RESULTS

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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Bachelor of Education Honours in Gender Studies	MANCOSAConnect	**Semester 1:** Three (3) modules – Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment **Semester 2:** One (1) elective module – formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment One (1) research report	**Theory modules:** 4 Webinars of 2 hour duration **Financial/quantitative modules:** 6 webinars of 2 hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Assessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Research Report	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.
- A final mark of 50% is required for the Research Report.

ASSESSMENT SUBMISSION

Formative Assessment 1 (Case study/scenario)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:**

	Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (Project)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.

Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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PROGRAMME	PORTAL	STRUCTURE	DELIVERY
Master of Education in Educational Leadership and Management	MANCOSAConnect	**Year 1** **Four (4) modules (2 in semester 1 and 2 in semester 2)** Formative assessment 1 (case study/scenario) + formative assessment 2 (project) + online summative assessment **Year 2: Semester 1** One (1) dissertation	**Theory modules:** 4 Webinars of 2-hour duration **Financial/quantitative modules:** 6 webinars of 2-hour duration

ASSESSMENT OF PROGRAMME

Assessment type	Contribution to final mark	Sub-minimum requirement	Number of Attempts
Formative Assessment 1 (Case study/scenario)	20%	Compulsory completion and at least 40% in each individual assessment and a combined average of at least 50%	2 (Only if sub-minimum in the first attempt is not met)
Formative Assessment 2 (Project)	20%		2 (Only if sub-minimum in the first attempt is not met)
Online Summative Sssessment	60%	40%	2 (Only if sub-minimum in online summative assessment is not met and/or final mark is less than 50%)
Dissertation	100%	50%	1

How to pass a module:

- To pass a module the following requirements must be met:
  - the compulsory completion of ALL assessment activities
  - the sub-minimum requirements as outlined above
  - a final combined mark of 50%
- Student will be expected to attempt the online summative assessment, only if the subminimum requirement, as outlined above, have been met. The onus is on the student to confirm that they have met the subminimum requirements for the formative assessments prior to attempting the online summative assessment. If students have not met the subminimum requirements for the formative assessments, they will be required to re-register for that module. MANCOSA will not be responsible for students attempting the online summative assessment without meeting the formative assessment subminimum requirements.
- A final mark of 50% is required for the Dissertation

ASSESSMENT SUBMISSION

Formative Assessment 1 (Case study/scenario)	**Description:** This assessment is based on a case study/scenario which requires calculations and/or application to the relevant theory. This provides students with a feel for the complexities of the working world and allow the theories, models and research to be applied in practice. **Submission:** These assessments are available on the MANCOSAConnect portal. Students can work offline and submit the assessment on the MANCOSAConnect portal by 23:59 (SA time) on the due date. In the event of students obtaining a mark of less than 50%, students are allowed to re-attempt and resubmit the assessment using the resubmission tab within the stipulated timeframe. **Re-submission rule:** Students will be allowed to re-attempt the assessment. This only applies if the mark obtained in the first attempt is less than 50%. The due date to resubmit is 10 calendar days after the release of the result. The resubmission mark will be retained as the final mark for the assessment. No extensions will be granted on resubmission assessments.

	Extension rule: An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Formative Assessment 2 (PROJECT)	**Description:** This assessment is in the form of a project and requires calculations and/or application to relevant theory. A project requires students to produce an authentic piece of work that is sophisticated/challenging. The project is related to real-world contemporary situations, whereby students can develop higher order thinking. The project will generally assess content knowledge and additional skills such as creativity, collaboration, problem solving and innovation. **Submission:** The question for this assessment is available on the MANCOSAConnect portal on commencement of each module. These assessments can be downloaded and worked on offline, and submission should be done on the MANCOSAConnect portal by 23:59 (SA time) on the due date. **Re-submission rule:** Students will be allowed to re-attempt the summative assessment. This only applies if the subminimum of 50% in the summative assessment is not met and/or the final mark is less than 50%. The final mark obtained for the resubmission will apply. No extensions will be granted on resubmission assessments. **Extension rule:** An extension will be granted on the provision that the student has applied via the MANCOSAConnect student portal on or before the stipulated due date. Extensions will be granted for a period of five (5) calendar days.
Online Summative Assessment (OSA)	**Description:** This is an open book assessment that is similar in nature to the traditional examination. The main premise for an open book assessment is to allow students to answer in more critical and analytical ways, thus encouraging higher order thinking skills. An open book assessment assesses the understanding of the learning outcomes of the module and tests the ability to understand and provide innovative solutions to complex challenges. **Submission:** An online summative assessment per module will be available for a limited period of time on MANCOSAConnect, subject to authentication on the MANCOSA Student Comms App. Assessment questions will be available for download at each scheduled session opening time (as indicated in the Personalised Online Summative Assessment Timetable). Students are advised to work with the downloaded question paper and type their answers to each question in the allotted space provided on the online answer booklet on MANCOSAConnect. Specific modules may require a file upload which will be indicated in the instructions for that module. The completed assessment must be submitted before the session ends. **Re-write rule:** The student is allowed to re-write the online summative assessment. This only applies if the subminimum of 40% in the online summative assessment is not met and/or the final mark is less than 50%. If students have not met the sub-minimum on the formative assessments, they do not qualify for an OSA rewrite. **Extension/aegrotat rule:** No extensions will be granted for this assessment. Due to mitigating circumstances should a student be unable to attempt the assessment as per the schedule, the student will be required to apply for an aegrotat assessment via the MyMANCOSA portal. Aegrotat applications must be submitted within five (5) calendar days of the scheduled final assessment being written. An aegrotat will only be granted under exceptional circumstances once all the relevant supporting documentation has been considered
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ANNEXURE 3: FORMATIVE ASSESSMENT GUIDELINES FOR STUDENTS

1 **Submission of assessments - General guidelines**

1.1 Only one (1) assessment copy per student is required.

1.2 The responsibility lies with the student to ensure that an assessment is correctly labelled before its submission.

1.3 All assessments must include a standard MANCOSA assessment cover page.

1.4 A copy of the assessment cover page may be obtained from mymancosa.com.

1.5 All mandatory details must be correctly completed on the MANCOSA assessment cover page, including the student's MANCOSA email address (not their personal email address). The responsibility lies with the student to update his/her personal details with the registry department or on *mymancosa.com*

1.6 Assessments submitted without the MANCOSA assessment cover page will not be accepted. Cover pages must be added as the first page of an assessment and not as the last page.

1.7 The MANCOSA assessment cover page, table of contents and bibliography (references) should not be added to the final word count of an assessment.

1.8 Students need to be vigilant that the final version of the assessment is submitted to MANCOSA. If a student submits an incorrect version of an assessment and this assessment is marked, the student may end up with a lower mark or a zero for the assessment that has been submitted. For this reason, students may override a submission up to five (5) times prior to the assessment due date. Each submission, however, will override the one made previously.

1.9 All assessments must be submitted in ONE ATTACHMENT. Assessments submitted in different parts will not be accepted for marking. There may be exceptions to this rule for the information technology and quantitative modules where the different files must be zipped and uploaded as one folder.

1.10 The student must ensure that the full assessment is submitted before/on the due date.

1.11 Assessments submitted after the due date will not be accepted. This includes additional parts to the initial submission and/or all relevant attachments.

1.12 It is the responsibility of the student to retain the acknowledgement of receipt email notification for future reference.

1.13 Students are encouraged to retain a copy of the submitted assessment for their record keeping and must not delete it after submission.

1.14 Students are encouraged to keep copies of their marked assessments for the duration of their studies.

1.15 It is the responsibility of the student to ensure that the correct assessment for the correct module is submitted. Incorrectly submitted assessments will not be considered for grading.

2 **Mode of submission of formative assessments**

2.1 Students must have access to a computer and are expected to be computer literate. All assessments must be typed and submitted online in a PDF format. No other format and mode of submission will be accepted, except where other formats are stipulated by the examiner.

2.2 No handwritten assessments will be accepted and/or graded.

3 **Assessment uploading/submission procedures**

3.1 Students must comply with the following procedures when submitting an assessment for ALL programmes:

3.1.1 They must Log onto the student portal www.mancosaconnect.ac.za with their unique log in credentials.

3.1.2 After logging into the www.mancosaconnect.ac.za portal, students must select the 'My Modules' tab which is found at the top left-hand corner of the dashboard.

3.1.3 A drop-down menu appears. Select the module for which you would like to upload an assessment or project for.

3.1.4 Click on the 'Assessment' tab which will direct you to the 'Module Assessment Zone'.

3.1.5 Click on the 'Formative assessment 1', or 'Formative assessment 2' submission tab.

3.1.6 Read the 'important information' on assessment submission (instruction).

3.1.7 Click on the 'Upload Assessment' button.

3.1.8 Read and acknowledge the submission rules.

3.1.9 Students can submit their assessment by following the steps below

- Drag and drop the completed assessment into the box area on MANCOSAConnect.
- Click on 'save changes'
- Click on the 'add' tab
- The 'file picker' option will open
- Click on 'upload a file'
- Click on 'choose a file'
- Locate your completed assessment through the browser
- Click on the 'file' that you wish to upload
- Click 'open'
- Click 'upload this file'
- Click on 'save changes'
- Now your assignment has been submitted

3.1.10 Students are required to upload their assessment in ONE ATTACHMENT.

3.1.11 Students that encounter difficulty uploading their assessments and receive an error message must immediately screenshot the error message and submit via the Freshdesk ticketing system, using the following link: https://MANCOSA.freshdesk.com/support/home.

Should the student experience *any* technical difficulty i.e. the module is not reflecting, the submit button is not visible, log in issues, etc. the student may seek assistance via the Student Help Zone on the MANCOSAConnect portal or contact the student support team utilising the following support channels (live chat, call centre, fresh desk) for further assistance.

4 **Assessment submission date.**

4.1 The programme handbook which is given to students at registration has the assessment submission dates clearly stated.

4.2 Each module has a carefully and progressively planned specific assessment due/deadline date per semester.

4.3 Students are expected to abide by these deadline dates and encouraged to upload their assessments well before the deadline.

5 **Extension of assessment submission dates**

5.1 Students can apply for a five (5) calendar day extension per assessment type, per module except on Knowledge Check, re-submissions and summative assessments. This is not applicable to research components.

5.2 Extensions must be applied for via MANCOSAConnect on or before the due date.

5.3 All extension requests must be received prior to the due date of the assessment.

5.4 An extension may be granted for an additional five (5) calendar days after the scheduled assessment due date. No further extensions will be granted.

5.5 Extension requests will not be considered on the due date of the assessment.

5.6 In exceptional cases where there is evidence of mitigating circumstances (i.e. death or hospitalisation); late submission may be considered at the discretion of the assessment manager provided that supporting documentation is made available within five (5) working days of the assessment due date. Work commitments are not considered as mitigating circumstances.

5.7 An extension request must be submitted online using the following links on the MANCOSAConnect portal:

- Log onto MANCOSAConnect and refer to the relevant module.
- Click on 'Assessment Zone'.
- Click on 'Extension'.
- You will be redirected to complete the extension request form.
- Ensure that the correct programme and module details are selected in the electronic form.
- Click on 'Submit'

6 **Re-submission of assessments**

6.1 A student who obtains a mark of less than 50% for an assessment may have another attempt at improving his/her grade for that assessment by providing a re-submitted assessment (this is not applicable to knowledge check questions).

6.2 Re-submitted assessments are due 10 calendar days after the date on which the student assessment result is uploaded onto the student portal.

6.3 Assessments submitted after the re-submission due date, as determined by the assessment department, will not be accepted.

6.4 Students will be required to answer the same assessment question for all assessment resubmissions.

6.5 Should the student be required to resubmit an assessment; the resubmission mark will contribute to the final mark of the assessment

6.6 Application for a re-mark is not permitted on re-submitted assessments.

7 Re-marking of formative assessments

7.1 Assessments may be re-marked independently at the request of the student. This will be done at a charge per assessment. Proof of payment must be submitted together with the application for a re-mark.

7.2 In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.

7.3 Students applying for a re-mark must do so within five (5) calendar days of the official release of the assessment result.

7.4 Students attempting a resubmission assessment cannot apply for a re-mark of the same assessment and vice versa.

7.5 Any student requesting a re-mark must apply via MANCOSAConnect and complete the standard MANCOSA re-mark request form online (no manual requests will be accepted).

The following process applies should students wish to request to request for a re-mark on an assessment:

- The student must select the module they wish to request a re-mark for on MANCOSAConnect.
- Click on the respective 'Re-Mark' button under the assessments tab for the relevant module.
- Upon clicking the re-mark request button, the student will be redirected to the MyMANCOSA portal.
- The request form must be completed on the MyMANCOSA portal. The following details will need to be completed:
- Student Details
- Programme/module details
- Assessment type (Case study, project and summative Assessment)
- Proof of payment must be uploaded and attached to the request. (re-marks will not be processed if proof of payment is not received). Payment can be made via the payment gateway provided or via eft/bank deposit.

7.6 All re-mark requests are received by the assessments department for processing via MANCOSA's Management Information System (MANMIS). Students will receive feedback on the outcome of the re-mark request within 14 calendar days.

7.7 No re-mark will be granted on re-submitted assessments.

7.8 No refunds are granted for re-marks irrespective of results.

7.9 A student can either apply for a re-mark of the main assessment or complete the resubmission assessment. A student cannot attempt both.

8 **Study group assessment rules**

8.1 While students are encouraged to form student and support study groups and given the large amount of information available, each student MUST produce his/her own original piece of work when submitting assessments.

8.2 Students are not permitted to submit the same assessment as others in their group.

8.3 Students found guilty of plagiarism and academic dishonesty will be subject to appropriate penalties. If there is an assessment or summative assessments irregularity Academic EXCO may require students to resubmit or re-write the assessment (for example, discussions and sharing of information on WhatsApp study groups regarding any assessment related questions).

9 **Report of uploading errors**

9.1 Students are required to contact MANCOSA or log a ticket via FreshDesk at https://mancosa.freshdesk.com/support/home and immediately to report any errors occurring whilst uploading an assessment on MANCOSAConnect. Screenshots of all correspondence and error messages must be retained by the student as proof for future reference.

10 **Release of assessment results**

10.1 Final assessment results will be available on the MANCOSA Student Comms App and an official result letter can be downloaded from the MyMANCOSA Student Portal. Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

11 **Return of assessments**

11.1 A final marked copy of a formative assessment is made available on MANCOSAConnect in an annotated format. This does not include the Online Summative Assessment.

11.2 Marked assessments ARE NOT posted or emailed back to students.

1 Summative assessment schedules

1.1 All final and supplementary summative assessment dates, days and times for writing each module are listed in the programme handbook for each programme. These dates may be changed due to unforeseen circumstances.

1.2 All summative assessment schedules are confirmed in the summative assessment guidelines which are uploaded to MyMANCOSA and MANCOSA Student Comms App at least one month prior to summative assessment sessions which are normally held in June and November.

1.3 Personalised timetables are available for download via the MyMANCOSA portal.

1.4 The summative assessment schedule follows South African Standard Time (SAST). All summative assessments commence according to SAST.

1.5 The onus is on the student to determine if he/she has met the subminimum requirements and is eligible to attempt the summative assessment.

2 Marking of summative assessment scripts

2.1 Summative assessment scripts are marked by a subject matter expert.

2.2 The scripts are then moderated according to the institution's assessment policy.

2.3 Assessments may be re-marked independently at the request of the student. This will be done at a charge per assessment. Proof of payment must be submitted together with the application for a re-mark.

2.4 In the event of a discrepancy between the original mark and the re-mark, then the higher mark will be granted to the student.

2.5 Students applying for a re-mark must do so within five (5) calendar days from the official release of the summative assessment results for the period in which the student wrote.

2.6 Any student requesting a re-mark must apply via MANCOSAConnect and complete the standard MANCOSA re-mark request form online (No manual requests will be accepted).

3 Re-mark of Summative Assessments

3.1 The following process applies should students wish to request for a re-mark on an assessment:

3.1.1 The student must select the module they wish to request a re-mark for on MANCOSAConnect.

3.1.2 Click on the respective "re-mark" button under the assessments tab for the relevant module.

3.1.3 Upon clicking the re-mark request button, the student will be redirected to the MyMANCOSA portal.

3.1.4 The request form must be completed on the MyMANCOSA portal.

3.1.5 The following details will need to be completed:

- Student details
- Programme/module details
- Assessment type (formative or summative assessment)

3.1.6 Payment can be made via the payment gateway provided or via eft/bank deposit.

3.1.7 Proof of payment must be uploaded and attached to the request. (Re-marks will not be processed if proof of payment is not received).

3.2 The re-mark request will be received by the assessments department for processing via the relevant student information system.

3.3 The student will receive feedback on the outcome of the re-mark within 14 calendar days.

3.4 No re-mark will be granted on re-submitted assessments.

3.5 No refunds are granted for re-marks irrespective of results.

4 Viewing of marked scripts

4.1 A request to view summative assessment scripts must be received within five (5) calendar days from the official release of the summative assessment results for the period in which the student wrote.

4.2 Students applying for a viewing of the OSA cannot apply for a re-mark of the same assessment.

4.3 The student should send a request to MANCOSA requesting to view a summative assessment script via https://www.mancosa.freshdesk.com/support/home.

4.4 The student must complete the application form, and this request must be accompanied by the proof of payment of the requisite fee (per summative assessment script)

4.5 The Assessments Department will communicate the details of the viewing meeting to the student to view the script.

4.6 When viewing a script, the following rules apply:

4.6.1 The viewing of the summative assessment will take place on an online platform. The script can be viewed for a maximum duration of half an hour (30 minutes) only. Payment of the requisite fee entitles the student to a one-time viewing only. The student will not be provided with a copy of the graded script. The viewing of the script will be done in the presence of a subject matter expert and facilitated by a nominated MANCOSA representative. No pictures, videoing, photocopying, etc. of the summative assessment script will be allowed.

5 Aegrotat Assessments

5.1 An aegrotat is a summative assessment, subject to approval, taken by a student who has been prevented from taking the final summative assessment due to illness or circumstances beyond their control.

5.2 The aegrotat assessment will not be considered as the students first attempt of the assessment.

5.3 An aegrotat summative assessment may only be granted to students who claim and are able to provide evidence of mitigating factors and submit proof to substantiate their claims e.g. medical certificates, death certificates.

5.4 An application for an aegrotat summative assessment must be completed and the proof of payment submitted on the MyMANCOSA platform.

5.5 The aegrotat application is only processed on receipt of the prescribed fee per module.

5.6 A student who has qualified for an aegrotat summative assessment must write it at the scheduled time. This is the final opportunity for the student to sit for the summative assessment in the semester. No postponement or claims of mitigating factors for aegrotat summative assessment will be permitted.

5.7 Should a student be unable to attempt the aegrotat assessment, the student will be required to re-register the module.

5.8 An aegrotat request will only be considered for a summative assessment if the student has submitted the formative assessments and met the subminimum requirements for the module/s concerned.

5.9 An aegrotat application can only be requested for a final summative assessment sitting and provided that the online application is received by the assessments department within five (5) calendar days of the missed final summative assessment.

6 Supplementary/Re-write Summative Assessments

6.1 Students may qualify for a supplementary summative assessment if they have met the following conditions:

- Submitted and achieved the subminimum mark in the formative assessment for a particular module.
- Attempted the final summative assessment without achieving a pass mark.

6.2 It is the student's responsibility to check if s/he has been granted any supplementary summative assessment.

6.3 A student granted a supplementary summative assessment must write the summative assessment at the scheduled time. No postponement or claims of mitigating factors for supplementary summative assessments is permitted.

6.4 A student who does not pass a module after having written a supplementary summative assessment will be deemed to have failed the module and will be required to re-register for the module.

7 Eligibility to take a summative assessment

7.1 To be eligible to write a summative assessment for a module, a student must fulfil the following requirements:

- Successfully complete all the relevant assessments for a module.
- Meet the subminimum requirement per module. If the student does not obtain the sub-minimum based on the average result achieved in the formative assessments, then the student is deemed to have failed the module and should not attempt the summative assessment for that specific module.

7.2 If the student does not meet the requirements as stipulated above, he/she will be required to re-register for that module.

7.3 Proof of identity is required. Only a government issued, i.e. an identity document or a valid passport (not expired), will be accepted as positive identification for any summative assessment. No other form of identification or affidavits will be accepted. Any student without valid proof of identification will not be allowed to write the summative assessment. No exceptions will apply.

8 **Student Authentication Mobile Application Features and Requirements**

8.1 It is compulsory for all registered students to download and access the MANCOSA Student Comms Authentication Mobile Application.

8.2 Failure to download the app will result in the student not being able to access and attempt the online summative assessment.

8.3 Upon installation of the mobile app, the student is required to follow a 2-stage authentication process:

a. Stage 1 – the student will be required to submit pictures of their original identity document, driver's license or passport as well as a clear selfie picture via the mobile app which will be reviewed and verified by the assessments department. If the documents submitted are valid and meets the stage 1 requirements the student will be approved and the documents submitted will be kept on record which will be utilised during stage 2. If the documents are not valid or does not meet the stage 1 requirements the student's information will be rejected and will be notified to resubmit the relevant documents. Upon successful completion of stage 1, the student will then have access to their personalised timetable and can proceed to stage 2.

b. Stage 2 – this stage takes place during the scheduled online summative assessments whereby the student is required to logon to the MANCOSA Student Authentication App at least two hours prior to the commencement of the online summative assessment. The student will need to click on the orange authenticate button, which is found below the respective modules being written, an OTP will then be sent, and a live selfie must be submitted for facial recognition. Upon successful facial recognition a confirmation popup message will be displayed on the student's mobile device indicating that the student authorisation has been completed successfully which will then grant the student access to download the online summative assessment question paper and begin attempting the assessment at the scheduled start time of the assessment.

8.4 The Authentication App further makes provisions for the following:

a. The live chat feature which allows the student to raise necessary queries during an online summative assessment and outside of a scheduled OSA session that will be responded to by a MANCOSA staff member.

b. Access to all assessment results

c. Access personalised OSA timetables

d. Access push notifications and documents shared by MANCOSA

e. Submit applications to re-register modules if need be.

9 **Writing the correct summative assessment paper**

9.1 The responsibility lies with the student to ensure that s/he writes the correct summative assessment paper of a module with the exact and not similar module title.

9.2 Students who write the incorrect summative assessment paper will be required to re-register for the module.

9.2 MANCOSA will not be held liable for students who write the incorrect summative assessment paper.

10 Release of summative assessment results

10.1 It is the student's responsibility to determine if he/she/ is eligible to write a supplementary online summative assessment.

10.2 No summative assessment results will be released to a student until s/he pays all outstanding study fees.

10.3 Under no circumstances will results be released telephonically and by any persons unauthorised to do so.

10.4 Transcripts will be made available for download on the MyMANCOSA Student Portal and/or MANCOSA Student Comms App, provided that the students fees are up to date.

11 General assessment rules

11.1 The Online Summative Assessment (OSA) for each module will be available on MANCOSAConnect, for a limited period, as indicated in the programme handbook.

11.2 The dates, start and end times are provided in the personalised OSA timetable issued on the MANCOSA Student Comms app. Students will also be able to download their personalised timetable via the MyMANCOSA Student Portal.

11.3 All sessions are scheduled according to South African Standard Time (SAST).

11.4 On the day of the OSA, students must access the MANCOSA Student Comms App prior to their OSA start time in order to be authenticated to take the assessment. Authentication commences two hours prior to the start of the OSA.

11.5 Students must access the OSA portal using their MANCOSAConnect login credentials.

11.6 Students will require access to the internet in order to access the OSA.

11.7 Students must remain online for the full duration of the online summative assessment.

11.8 Students must complete their OSA on the online answer booklet provided on MANCOSAConnect. Students must not complete their OSA using MS Word or any other third-party application.

11.9 Students must not attempt to open their assessment in multiple browsers / tabs / windows. Student's work will not be saved if they have multiple browsers / tabs / windows open.

11.10 Work will not be saved if students complete their OSA while not connected to the internet.

11.11 Students are encouraged to save their work regularly to ensure that their work is not lost.

11.12 The completed assessment must be submitted within the stipulated timeframe. Students will not be able to submit their assessment outside of the stipulated times. If the assessment is not submitted on time, it will be annotated as a fail and the student will be required to re-register for the module.

11.13 Students are reminded to submit their own work – no group work is permitted in the OSAs, and should a student submit work which is not their own, this will constitute academic misconduct, and the student will be penalised in accordance with institutional policies, procedures and codes of conduct.

11.14 MANCOSA may deploy any of the following security measures to ensure the integrity of the assessment is maintained:

- Randomised assessments questions
- Turnitin software may be utilised to review submitted answers
- Appropriate software to detect irregular activity during the online assessment

- Authentications and declarations

11.15 Students unable to sit for the scheduled online assessment must submit an aegrotat application within five (5) calendar days of the scheduled online summative assessment. The application must be submitted online via the MyMANCOSA Student Portal with the appropriate evidence as per the guidelines provided in the Institutional Rules.

11.16 Re-mark requests must be submitted online via the Re-mark button on the MANCOSAConnect portal together with proof of payment within five (5) calendar days of MANCOSA's official release of results in order to be processed.

11.17 The summative assessment subminimum grade as stipulated in the programme handbook for each respective programme is applicable to this online summative assessment component. In order to pass the module students must meet the relevant subminimum criteria in each assessment component and attain an overall pass mark as applicable to that particular programme.

11.18 In the unlikely event that a student has two (2) online summative assessments scheduled at the same time, the student will be expected to attempt one (1) of the assessments during the supplementary assessment period. The student would have to apply for an aegrotat assessment for the module that they chose to write in the supplementary assessment period.

11.19 Students found guilty of any academic misconduct or breach of the assessment rules will be penalised in accordance with institutional policies, procedures and codes of conduct.

12 Assessment process

12.1 Students are required to present their answers in an orderly manner, appropriate to the requirements of each question.

12.2 Students are encouraged to have their materials and learning resources prepared and available for reference during the online assessment.

12.3 Once students have completed their assessment, they will need to click on "submit" for the completed assessment to be submitted for marking.

13 Before starting the online summative assessment

13.1 Students are required to read the question paper cover page carefully. The onus is on the student to ensure that they have the correct question paper. Should the question paper be incorrect, students must alert MANCOSA immediately via the Live chat which will be displayed on the portal during the sessions.

13.2 Students must ensure that they have entered the correct student details on the online answer booklet.

14 During the online summative assessment

14.1 Students must complete their OSA in the online answer booklet provided in MANCOSAConnect. Students must **not** complete their assessment using MS Word or any other third-party application.

14.2 Students must read all questions carefully to ensure that they understand what is required before answering the questions.

15 **Online connectivity**

15.1 Students must ensure they have internet connectivity for the duration of their online summative assessment.

15.2 Students that are using a laptop must ensure that the laptop battery is charged.

15.3 Students are reminded to ensure that they have the necessary power cables set up.

16 **Communication and support**

16.1 Queries related to the online summative assessment will be prioritised during the scheduled assessment period.

16.2 Students are to communicate their queries via the Live chat or support number displayed on the MANCOSAConnect portal.

16.3 Students can also raise queries and concerns via the MANCOSA Student Comms App by clicking the chat box icon found on the app.

17 **Marking and results:**

17.1 The online summative assessment will be marked and moderated online.

17.2 Students can expect a six (6) week turn-around time from the last written paper of the online summative assessment session to the release of their result.

17.3 Students who have attempted and failed the assessment will be granted a supplementary opportunity at a date to be communicated.

18 **Misconduct**

18.1 Students found guilty of any academic misconduct or breach of the assessment rules will be penalised in accordance with institutional policies, procedures and codes of conduct.

18.2 Students may not impersonate or allow themselves to be impersonated by any person for the purposes of this assessment.

18.3 Students may only submit their original work for the OSA, and no part of this work may be written or completed by a third party and/or extracted or copied from another student's work.

18.4 Assessments may be subject to academic integrity checks.

19 **Summative Assessment irregularity**

19.1 If there is an assessment or summative assessment irregularity Academic EXCO may require students to re-submit or re-attempt the summative assessment, for example, missing summative assessment script(s), a leak of a summative assessment paper or any information related to the content of any summative assessment paper before the summative assessment is held.

19.2 A student found guilty of misconduct or found to have acted dishonestly during a summative assessment sitting will be penalised in line with the student code of conduct.

19.3 MANCOSA reserves the right to constitute a special committee/working group/AVC/disciplinary committee to evaluate any summative assessment /formative assessment irregularity and to further determine a sanction which it may deem appropriate.

19.4 Note that no outside legal representation will be allowed, where the internal processes of evaluation and review are ongoing regarding any irregularity.

20 MANCOSA may deploy any of the following security measures to ensure the integrity of the assessment is maintained:

- Randomised assessments questions
- Turnitin software may be utilised to review submitted answers
- Appropriate software, such as proctoring using SMOWL, to detect irregular activity during the OSA.

21 Proctoring (SMOWL) General Rules:

21.1 Should an OSA include a proctoring component, students are expected to adhere to the following

- rules:SMOWL Registration is compulsory prior to the start of the OSA. Students must ensure that they complete their SMOWL registration on the day of the Practice OSA, or if they miss the Practice OSA, on the morning of the first OSA they write.
- If you are unable to see yourself in active monitoring mode, select the “Course Blocks” button on the top right-hand corner of the screen, on MANCOSAConnect to display the SMOWL Toggle screen where you will be able to see yourself in active monitoring mode.
- Students must not seek assistance from any personnel or third parties during the OSA.
- Students should avoid talking whilst attempting the OSA.
- Students must not allow a third party to write the OSA on their behalf.
- Students must be seated in front of their computer and remain present and active on their laptop/computer for the duration of the OSA, from logging in, to the final submission of the completed OSA.
- The use of messenger services, including, but not limited to WhatsApp, Facebook Messenger, We Chat, and Telegram during the OSA is prohibited.
- Utilizing third-party writing or proxy-plagiarism services, including, but not limited to Chegg, Grammarly, and private tutors, is strictly prohibited.
- No Video Calling or Remote Desktop Software: The use of video calling software, like Zoom, Microsoft Teams, Skype, Discord, among others or remote access software, such as AnyDesk, Team Viewer, Chrome Remote Desktop, Remote PC among others, is not permitted during the OSA.
- If the SMOWL proctoring system detects any breach of the OSA rules, MANCOSA will be notified.
- Please be aware that disciplinary action may be taken if it is determined that a student has violated any of the OSA rules. Disciplinary actions may include but are not limited to, disqualification from the OSA, academic penalties, and further investigation in accordance with MANCOSA's academic integrity and student code of conduct policies.
- Students unable to sit for the scheduled online assessment must submit an aegrotat application within five (5) calendar days of the scheduled online summative assessment. The application must be submitted online

via the MyMANCOSA Student Portal with the appropriate evidence as per the guidelines provided in the Institutional Rules.

- Re-mark requests must be submitted online via the Re-mark button on the MANCOSAConnect portal together with proof of payment within five (5) calendar days of MANCOSA's official release of results in order to be processed.
- The standard examination subminimum grade as stipulated in the Programme Handbook for each respective programme is applicable to this online summative assessment component. In order to pass the module students must meet the relevant subminimum criteria in each assessment component and attain an overall pass mark as applicable to that particular programme.
- In the unlikely event that a student has two (2) online summative assessments scheduled at the same time, the student will be expected to attempt one (1) of the assessments and schedule the other in the next available online summative assessment cycle for the applicable intake.