



Central University of  
Technology, Free State

CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE  
SENTRALE UNIVERSITEIT VIR TEGNOLOGIE, VRYSTAAT  
YUNIVESITHI E BOHARENG YA THEKENOLOJI, FOREISTATA

Faculty of Management Sciences

## Learning Guide 2012

Subject: **PRODUCTION AND  
PURCHASING MANAGEMENT II**

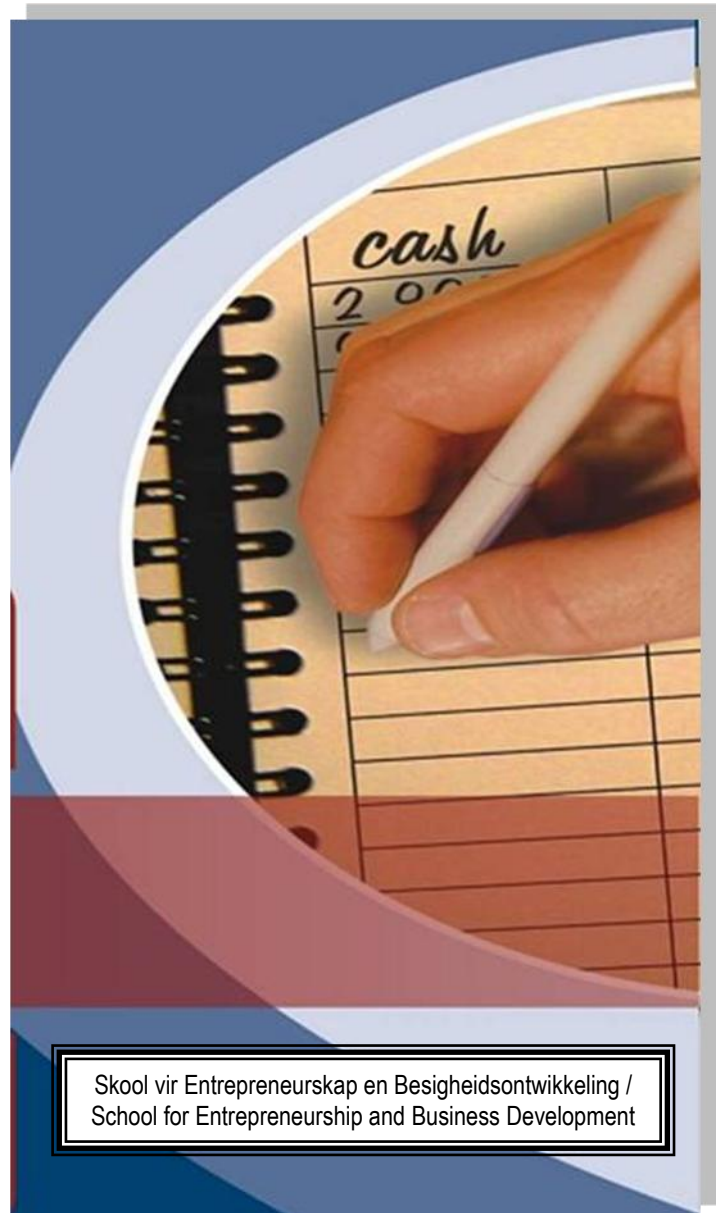
Subject Code: **PDK22AB**

Programme: **BUSINESS ADMINISTRATION**

Programme Code: **BBBTAS**

NQF level: **7**

Credits: **24**



Skool vir Entrepreneurskap en Besigheidsontwikkeling /  
School for Entrepreneurship and Business Development

Compiled by: MR W SMITH

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PDK21AB						
PLANNING – 2012						
WEEK	MONTH	DATE	DAYS	REMARKS		
17	JULY	16 – 20	4 days	Chapter 1		
18	JULY	23 – 27	5 days	Chapter 2		
19	JUL/AUG	30 -03	5 days	Chapter 3 ( group 1:present)		
20	AUG	06 - 10	4 days	Chapter 4 (group 2 present)	9 August 2012	Women's Day
21	AUG	13-17	5 days	Chapter 5 (group 3:presnt)		
22	AUG	20 – 24	5 days	Chapter 6 (group 4:present)		
23	Aug	27 - 31	5 days	Chapter 7 (group 5:present)		
24	SEPT	03 – 07	5 days	Chapter 8 (group 6:present)		
25	SEPT	10 – 14	5 days	Test 1		
26	SEPT	17 – 21	5 days	Chapter 9 (group 7:present)		
27	SEPT	24 - 28	5 days	Chapter 10 (group 8:present)	28 Sept. 2012	Heritage Day
01 Oct – 07 Oct: Holidays						
28	OCT	08 – 12	5 days	Test 2:assignment!!		
29	OCT	15 – 19	5 days	Chapter 12		
30	OCT	22 – 26	5 days	Chapter 13		
	Oct/Nov	29 – 02		Main assessment		
	Nov/Dec	19 – 30		Sickness/Special Assessment		
10 Dec: Holidays						
PUBLIC HOLIDAYS				2012		
New Year's Day					1 Jan' 2012	
Human Rights Day					21 Mar' 2012	
Good Friday					22 April 2012	
Family Day					25 April 2012	
Freedom Day					27 April 2012	
Workers Day					01 May 2012	
Public Holiday					02 May 2012	
Youth Day					16 Jun' 2012	
Nat. Women's Day					9 Aug' 2012	
Heritage Day					24 Sept' 2012	
Day of Reconciliation					16 Dec 2012	
Christmas Day					25 Dec 2012	
Day of Goodwill					26 Dec 2012	

## **B. INTRODUCTION**

You are welcomed as students in **PRODUCTION AND PURCHASING MANAGEMENT 2**. The wish is expressed that, having completed this semester of study, all of you may be well-versed in this subject - to such an extent that you will be motivated to continue your studies in this field.

Problems encountered with any aspect of the work should be discussed without hesitancy and delay with your lecturer. It is his/her task to assist you. May your really taste success in this subject. In order to attain this however, your own contribution is also of vital importance. This contribution comprises thoroughly-planned, systematic, regular preparation, in conjunction with logical and strenuous intellectual output. If your attitude towards your study is correct, success will inevitably also await you in your future career.

## **C. PURPOSE OF STUDY GUIDE**

A study guide is nothing more or nothing less than the name professes. It is a manual for students, compiled by lecturers, to serve as guide for the student in his/her studies. The study guide will facilitate the acquirement of knowledge regarding Production and Purchasing Management II. Its primary purpose is to enhance the quality of the learning process by establishing a structure within which the academic activities of this subject may function. The aims and learning purposes of each learning unit are presented to you in advance, enabling you to know what you will have to account for at the end of the course.

This study guide is virtually indispensable as the learning purposes expected of you, as well as the work that will be dealt with and must be prepared, are specified in it. Simultaneously this study guide serves as an aid towards greater self-activity among students - as the learning process naturally implies that it is the student's own responsibility to make detailed knowledge part of his/her own frame of reference through self study. It also enables you to approach your classes more adequately prepared.

## **D. METHODS AND WAYS OF INSTRUCTION**

A kind of systems approach is followed, as Production and Purchasing Management II is presented by means of certain learning units. As far as possible, each learning unit forms a sensible unit with a general purpose, as well as with particular aims.

In the class situation itself various methods are applied, like for instance the textbook method, self-activity, individual and group activities, discussion groups, forum discussions, as well as individual and syndicate assignments. The primary purpose of all this remains enabling you to increase your knowledge and evaluating it.

All that has been stated above, implies that, apart from the regulation requiring you to attend classes, it will be in your own interest to attend in order to remain informed concerning what is happening in Production and Purchasing Management II

Obviously students who come to classes well-prepared and participate actively will benefit from the lecturers. They will also be given credit during the final calculation of course marks.

## **E. METHODS OF EVALUATION**

Where ever possible, evaluation (testing of knowledge) is practised, in different ways on a continual basis after certain learning units. The purpose of evaluation is firstly to provide the lecturer with an opportunity of assessing whether the students have mastered the set aims. In the second instance, evaluation indicates to the students themselves whether they have mastered the work.

Normally two tests and one examination are written per semester. It is permissible however, that an assignment be given instead of a test.

Assessment	Percentage of final mark
Test 1 (90 min.)	20%
Test 2 (90 min.)	20%
Examination (November) (3 hours)	<u>60%</u>
	<u>100%</u>

According to the regulations no apologies for missing tests are accepted, unless in the following cases:

- (i) where a valid medical certificate, specifying the nature of the disease, is handed in; and
- (ii) where a declaration written under oath is handed in before, or not more than 24 hours after the particular test, in which credible reasons are offered for having been absent. The lecturer will decide whether the apology why the test could not be written, is acceptable.

If the arrangements stipulated above are not applied, the student will be awarded no marks for the particular test.

## F. PRESCRIBED AND RECOMMENDED LITERATURE

### 1. Prescribed textbooks

- 1.1 Hugo, W.M.J., Badenhorst-Weiss, J.A. & Van Biljon, E.H.B. 2011. **Purchasing and Supply Management**, Van Schaik Publishers. (6<sup>th</sup> Edition) (ISBN 9780627028168)

### 2. Additional sources

- 2.1 Leenders, M.R., Fearon, H.E. and England, W.B. 1989. Purchasing and Materials Management. Ninth Edition. Irwin.
- 2.2 Fearon, H.E. and Hamilton, K. 1980. Purchasing in South Africa. McGraw-Hill.
- 2.3 Pooler, V.H. 1992. **Global Purchasing: Reaching for the World**. Van Nostrand Reinhold.

## G. OBJECTIVES OF PRODUCTION AND PURCHASING MANAGEMENT II

The objective of Production and Purchasing Management II is to give you a thorough and detailed insight into the following aspects of purchasing:

- Contract buying
- Negotiations
- Quality
- Supplier sources
- The indent
- Clearance and customs procedures
- Receipt and claim procedures
- The concept of supply chain management

## **H. CONTENTS OF THE COURSE**

### **Learning unit 1 : The purchasing function in perspective.**

#### **SPECIFIC OUTCOMES**

- Describe the nature of the purchasing function
- Explain the importance of industrial purchasing
- Illustrate and explain the importance of purchasing and supply management for business enterprises
- Discuss each of the steps in the purchasing cycle
- List the differences between supply management, logistics management and supply chain management
- Differentiate between environmental purchasing and sustainable purchasing

### **Learning unit 2 : The task of purchasing and supply management**

#### **SPECIFIC OUTCOMES**

- Explain the essentials of the management task
- Illustrate, explain and give examples of the different levels of purchasing planning and objectives
- Summarise purchasing and supply planning on a tactical and operational level
- Create a centralized purchasing and supply organizational structure for a large firm and point out the advantages of the structure Create a centralized purchasing and supply organizational structure for a large firm and point out the advantages of the structure.
- Create a decentralized purchasing and supply organization structure for a large firm and point out the advantages of the structure.
- Explain the increasing use of cross-functional teams in purchasing and supply management
- Summarise coordination as a management task in purchasing and supply management and point out why it is becoming more important.
- Explain the purpose of performance evaluation, pointing out the problems relating to performance evaluation of the purchasing and supply function.
- Summarise and illustrate the process of performance evaluation
- Identify and explain the three different levels of performance evaluation and indicate appropriate measures and metrics.

### **Learning unit 3 : The purchasing process and procedures**

#### **SPECIFIC OUTCOMES**

- Illustrate and explain the activities involved in a purchasing transaction.

- Align transaction documents and parties involved to activities in the purchasing procedures
- Contrast the manual and automated execution of the activities in the purchasing procedure



## **Learning unit 4 : Purchasing and supply policies and strategies**

### **SPECIFIC OUTCOMES**

- Define strategic sourcing
- Explain the strategic sourcing process
- Explain why organizations wish to outsource certain activities or part of the production process.
- Outline the outsourcing decision process
- Identify and discuss the most important purchasing and supply policies and strategies

## **Learning unit 5 : Assessment and selection of suppliers**

### **SPECIFIC OUTCOMES**

- Appreciate the environment of the purchasing decision
- Understand the complexity of the sourcing decision
- List the characteristics of a good supplier
- Identify the key criteria for supplier selection
- Describe methods used in supplier evaluation
- Recognize the need for supplier certification.
- Differentiate between the concepts of purchase/supplier relationship and supplier relationship management
- Describe the nature of purchaser/supplier relationships

## **Learning unit 6 : Sustainable purchasing and supply management**

### **SPECIFIC OUTCOMES**

- Briefly explain the role of purchasing and supply management in corporate governance.
- Identify and explain the social responsibilities of purchasing and supply management.
- Identify and explain possible areas of unethical conduct in purchasing and supply management.
- Explain the role of purchasing and supply management in ethical conduct in the supply chain.
- Identify areas in environmental sustainability where purchasing and supply chain management can make a contribution
- Discuss the classification of risks inherent in purchasing and supply management
- Compile a complete list of purchasing and supply management risks
- Identify risks that can arise during each phase of the purchasing and supply process
- Explain the strategies to deal with or eliminate purchasing and supply risks.

## **Learning unit 7 : Management of quality in purchasing and supply**

### **SPECIFIC OUTCOMES**

- Explain the concept of quality in its relation to the supply function
- Analyse the multiple role that purchasing has in ensuring internal services quality.
- Compare and discuss the different quality management systems.
- Compare the different areas of involvement of supply management in supplier quality programmes.
- Explain the role of standardisation in managing quality.
- Launch a value analysis exercise as a supply manager
- Design and implement a quality control programme for supply management

## **Learning unit 8 : Purchasing price determination and cost analysis**

### **SPECIFIC OUTCOMES**

- Explain why purchase prices are important.
- Discuss the various cost elements.
- Briefly explain the behavior of cost related to volumes.
- Distinguish between the different market forms.
- Explain price determination for different types of products.
- Explain a price analysis to determine prices.
- Discuss a cost analysis as a method of determining prices.
- Distinguish between price analysis and cost analysis.
- Explain the various techniques in cost and price analyses.

## **Learning unit 9 : Quantity and inventory management**

### **SPECIFIC OUTCOMES:**

- Explain the need for firms to hold various kinds of inventory.
- Illustrate the importance of inventory on the return on investment (RO) of business enterprises.
- Explain the importance of the different cost elements of inventory holding in the decision to buy the right quantity.
- Perform in practice a Pareto analysis (AB analysis) of a firm's total inventory.
- Discuss inventory timing and quantity as it relates to independent demand management.
- Calculate the most economic ordering quantity (EOQ).
- Calculate the reorder point (ROP) of an inventory item.
- Explain response-based techniques that can be used for the management of independent demand items.

- Discuss the essence and functioning of the materials requirement planning (MRP) system.
- Illustrate and discuss the main components of an MRP system.
- Discuss the influence of an MRP system on purchasing and supply management.
- Explain the philosophy, characteristics and advantages of just-in-time (JIT) purchasing.
- Diagnose and describe the symptoms of poor inventory management.

### **Learning unit 10 : Material flow activities**

#### **SPECIFIC OUTCOMES**

- Explain the importance of materials flow activities
- Analyses the suitability of various modes of transport in terms of the appropriate criteria
- Identify and explain trends in warehousing
- Defend the use of stores and storage as opposed to new approaches such as just-in-time (JIT)
- Design a store's layout to demonstrate the basic principles
- Discuss the role of purchasing and supply management in packaging decision making
- Discuss the objectives of material handling
- Identify sources of scrap and devise ways in which to remove such materials
- Suggest methods for reducing scrap materials

### **Learning unit 11 : Research in purchasing and supply management**

#### **SPECIFIC OUTCOMES**

- Explain the importance of research in purchasing and supply in South African organizations
- Point out the advantages of research in purchasing and supply management
- Identify and discuss factors that will determine which areas of research should take priority.
- Discuss in detail the operation areas of research in purchasing and supply management
- Illustrate and explain the steps in the research process for purchasing and supply management
- Explain the growing need for doing supply market research
- Identify and describe the various methods of organizing research for purchasing and supply management, and explain the advantages and disadvantages of each
- Explain ways in which research in purchasing and supply management can be controlled

### **Learning unit 12 : Negotiation in purchasing and supply management**

#### **SPECIFIC OUTCOMES**

- Compare the two kinds of negotiations in terms of characteristics, applicability and expected outcome
- Identify circumstances under which negotiations should take place in purchasing and supply
- Illustrate and explain the purchasing negotiation process
- Point out some useful tactics in negotiation
- Explain the use of post-tender negotiations

### **Learning unit 13 : Electronic commerce and electronic procurement applications in supply management**

#### **SPECIFIC OUTCOMES**

- Explain the impact of e-commerce on purchasing business
- Identify the barriers to implementing e-commerce
- List the most important characteristics of electronic data interchange (EDI)
- Differentiate between the various categories of e-procurement
- Compare the different e-auctions
- Explain the impact of e-procurement on the supply workflow

### **Learning unit 14 : International and global purchasing and supply**

#### **SPECIFIC OUTCOMES**

- Distinguish between international and global sourcing
- Explain the motivation for South African firms to purchase on international markets
- Identify and explain the difficulties in planning international purchases and global sourcing
- Explain organizational issues and the allocation of responsibility for purchasing on international markets
- Explain the difference between the selection of suppliers in local and international markets
- Identify and explain the documents used for international purchasing transactions
- Sketch the levels in the development to global sourcing
- Highlight the key success factors for global sourcing

### **Learning unit 15 : Purchasing capital equipment**

#### **SPECIFIC OUTCOMES**

- Define capital equipment
- Classify capital equipment and provide examples of each category
- Explain the characteristics of capital equipment
- Discuss the size and scope of the procurement team when purchasing capital equipment
- Explain the role of purchasing and supply management in the procurement of capital equipment
- Explain the factors that need to be considered when purchasing capital equipment
- Explain the principle of and methodology for the quantitative assessment of capital equipment
- Explain the purchasing of used capital equipment
- Discuss leasing as an option for acquiring capital equipment

## **Learning unit 16 : Purchasing services**

### **SPECIFIC OUTCOMES**

- Give the reasons the purchasing of services has grown so consistently
- Explain the nature of services and the implications for the purchasing process
- Differentiate the different phases in services procurement
- Discuss the key activities of purchasing professional services
- Illustrate and explain the role of supply management in the acquisition of transportation services
- Explain why the outsourcing of services is part of the responsibilities of supply management

## **Learning unit 17 : Purchasing from small businesses**

### **SPECIFIC OUTCOMES**

- Justify the use of small suppliers from a global point of view in the face of government pressure and initiatives, and from a business-related perspective
- Clarify the challenges encountered by the role players in the small supplier/large-buyer situation
- Develop and implement a plan to manage a small business purchasing programme

## SUMMARY OF ASSESSMENT RULES AND REGULATIONS: 2012

Please note the following regulations pertaining to assessment at the Central University of Technology, Free State for the year 2010.

Students are responsible for ensuring that they are aware of and that they understand the various means of assessment for each of the subjects for which they are registered, as explained in the study guide.

### 1. DEFINITIONS

**1.1 “Unit or assessment unit”:** Courses/modules are sometimes divided into two or more units that are assessed independently and possibly at different times of the year. Generally the different units of a course/module do not have a final mark. The following unit assessment guidelines apply:

- (i) Assessments are usually conducted in June and November and students must ensure that they are fully aware of which unit assessments will be conducted and when.
- (ii) Only the skills and outcomes covered in a unit are assessed during the summative assessment.
- (iii) A final mark is only calculated at the end of the course/module.

**1.2 “Supplementary assessment”:** An examiner/assessor may summon a candidate for assessment as an extension of the original summative assessment and this may take the form of an oral, a project or portfolio, or a practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:

- (i) All students who have achieved a final assessment mark of between 48% and 49% at the end of a module or unit are summoned by the examiner/assessor for a supplementary assessment to confirm the assessment result.
- (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the departmental/school notice-boards within four (4) working days after the conclusion of the summative assessment in question.
- (iii) It is the responsibility of the student to be acquainted with a summons to attend a supplementary assessment, in particular the date, time and venue of assessment. The CUT accepts no responsibility/liability in this regard.

**1.3 “Reassessment”:** Unless otherwise stated in the faculty rules, this is an additional assessment opportunity granted to a candidate who has achieved a final mark of between 45% and 49% for a course/module and who wishes to improve the final mark to 50%. Reassessment is granted under the following administrative conditions:

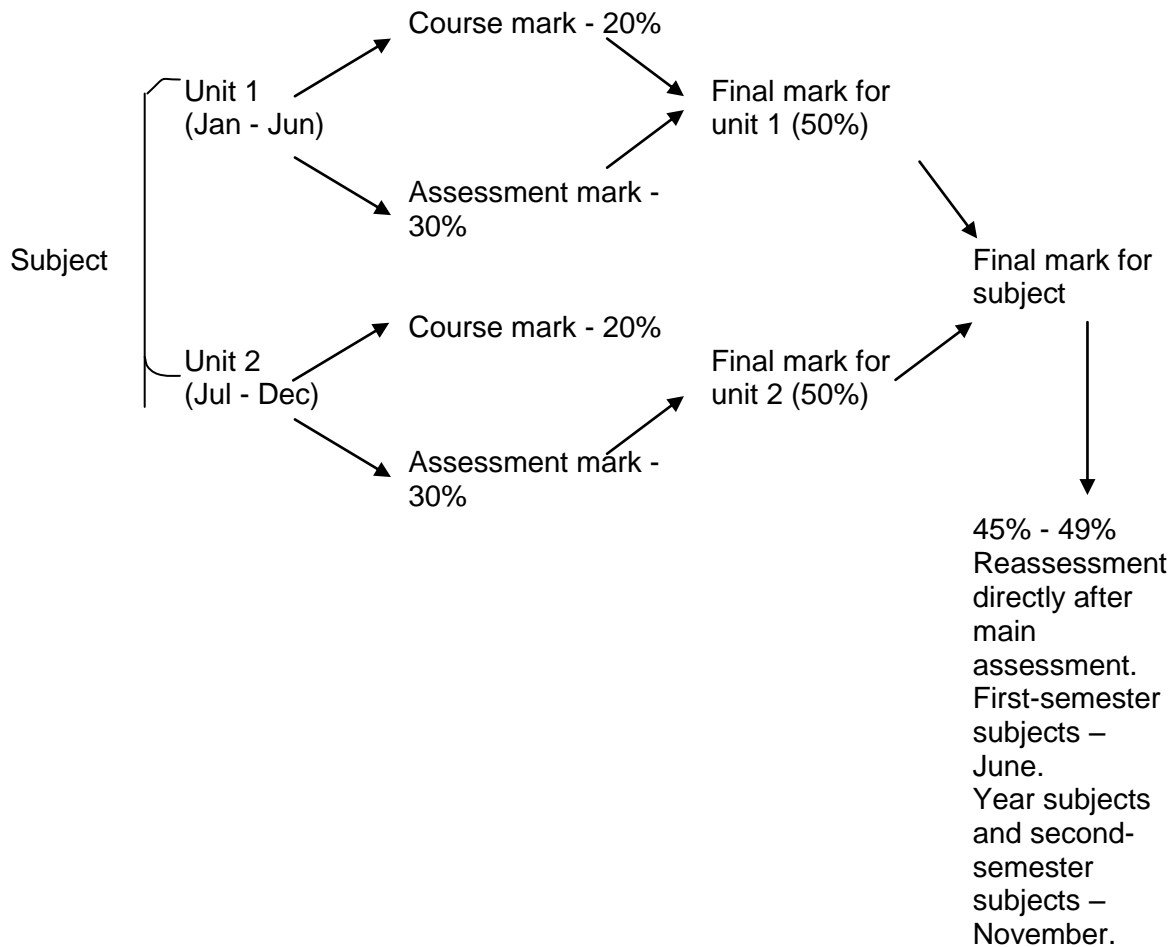
- (i) Reassessment of a year course/module (with two or more units) takes place directly after the assessment of the last unit and covers the learning aims and achievements of all units.
- (ii) Reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November.
- (iii) There is no further assessment opportunity additional to reassessment.

- 1.4 “Final mark” or “final course mark” for a course/module:** This is a composite continuous assessment and summative assessment mark determined in a manner prescribed by the Faculty Board.
- 1.5 “Deferred assessment” or “deferred summative assessment”:** This assessment opportunity is offered to a student unable to participate in the scheduled summative assessment sessions due to illness or special personal circumstances. Deferred assessment sessions are governed by the following administrative rules:
- (i) If needed, such a session is scheduled immediately or directly after the June and November summative assessment schedule.
  - (ii) A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. medical certificate, etc.) and submits the application to the Examination Section within three (3) working days after the scheduled summative assessment session of a particular course/module.
  - (iii) There is no further assessment opportunity additional to deferred assessment.
- 1.6 “Progress report” or “student progress report”:** A report indicating the progress of each student is mailed to all registered students and their identified sponsors at the end of each quarter. Progress reports between the summative assessment periods are based on the student’s continuous assessment marks.
- 1.7 “Statement of results”:** This is a summary of the final marks over all course/modules already completed and is issued to students following completion of the June and November summative assessments.
- 1.8 “Exit certificate”:** A certificate issued on request to a student on completion of 1 or 2 formal credits of an instructional programme.
- 1.9 “Admission Mark”:** A course mark of 40% needed to be allowed to write a summative assessment.

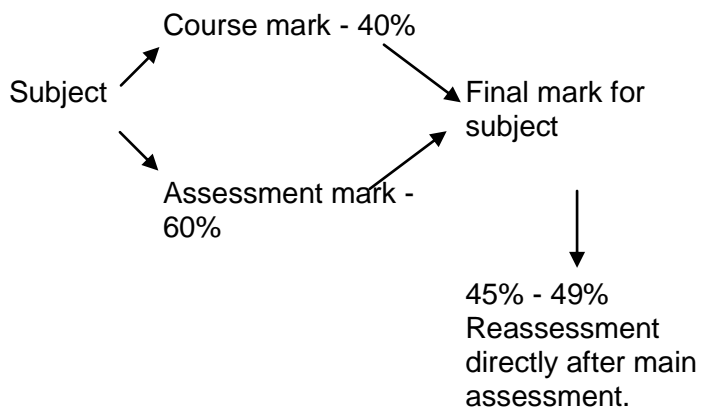
## 2. ASSESSMENT MODEL FOR ALL PROGRAMMES: 2012

Unless otherwise determined by a resolution of the Senate:

### 2.1 Year subjects



### 2.2 Semester subjects



## 3. ASSESSMENT AND RESULTS (ALL faculties unless otherwise specified)

3.1 A Subject is considered a credit, and therefore the following provisions apply:

- A student must pass any subject that is a prerequisite for another subject before he/she may register for the next level of the subject concerned.



- The pass requirements for a specific subject are as follows: A result is determined from a calculated average of tests and assessment opportunities. The minimum pass mark per subject is 50%. The minimum final mark needed to pass a subject with distinction is 75%.
- **Please note that once a student has been granted a reassessment or a special assessment as a result of illness or some other reason, no additional such assessment will be granted.**

### 3.2 THE 2012 RULES FOR ALL PROGRAMMES:

1. A sub-minimum mark of 50% for all Engineering programmes accumulated for practical work and projects in specified subjects is compulsory to gain access to the relevant assessment session and to pass the subject. This rule applies to all those subjects identified as such in the study guides.
2. An admission mark of at least 40% is required for main assessments.
3. A reassessment is granted to a candidate who has achieved a final mark of 45% - 49% in a subject. The reassessment of a year subject – covering the subject content of the entire year – takes place directly after the main assessment in November. The reassessment of semester subjects takes place immediately after the main assessment in June, while the reassessment of second-semester and year subjects takes place in November.

### 3.3 Assessment timetables

- 3.3.1 Assessment timetables are not mailed to students.
- 3.3.2 The assessment timetable is published on the central notice-boards and the internet ([www.cut.ac.za](http://www.cut.ac.za)) in accordance with the year programme.
- 3.3.3 It is the duty of every student to be fully aware of the dates, times and venues of assessments. The Central University of Technology, Free State accepts no responsibility/liability for any damages, now or in the future, of any nature whatsoever, resulting from or related in any manner to a student's failure to attend an assessment.

### 3.4 Publication of summative assessment results

- 3.4.1 Following the summative assessments and in accordance with the year programme, the Head: Examination Section forwards the summative assessment results to candidates by means of a statement of results. The summative assessment results are also published on the official notice-boards of the CUT. No results are supplied telephonically. Assessment results are available on the internet and via the MTN telephone service, but the CUT accepts no liability of any nature for the accuracy, correctness or timeliness of these notices. Assessment results on the notice-boards are identified by means of student numbers only so as to protect the privacy of each individual.
- 3.4.2 With the exception of the official notice of assessment results published by the Examination Section, no academic or support personnel may divulge summative assessment results to any candidate. The CUT accepts no responsibility for any consequences of such unofficial communication of assessment results, nor does it accept any liability whatsoever for any consequences arising from refusal to divulge assessment results.
- 3.4.3 A candidate who has any CUT fees in arrears or who does not comply with the admission requirements is not entitled to receive his/her final marks in the courses/modules in which he/she enrolled. The CUT accepts no responsibility for any consequences arising from the withholding of any results.

### 3.5 Supplementary assessment

#### 3.5.1 Grounds for granting a supplementary assessment

- (1) In accordance with the approved rules formulated by the relevant faculty and on completion of the prescribed summative assessment, the examiner/assessor may summon a candidate for a supplementary assessment in any course/module as an extension of the original assessment. Such a supplementary assessment is administrated as a whole, at the discretion of the relevant school, provided it does not take place more than four (4) working days after the closing of the summative assessment period announced in the CUT Calendar and/or annual programme. If a candidate does not report for a supplementary assessment, his/her original marks are then confirmed as the summative assessment mark.
- (2) No supplementary assessment is granted on the grounds that a student has mistaken the time, date or place of a summative assessment opportunity. This rule applies to all other assessment opportunities, as well as all assignments and projects.

#### 3.5.2 Nature and requirements of supplementary assessment

- (1) An examiner/assessor may summon a candidate for assessment as an extension of the original summative assessment and this may take the form of an oral, a project or portfolio, or a practical work assessment. The learning aims and achievements covered in such a supplementary assessment are the same as in the preceding summative assessment. The following administrative provisions govern supplementary assessments:
  - (i) All students who have achieved between 48% and 49% in the summative assessment at the end of a module or unit are also summoned by the examiner/assessor for a supplementary assessment to confirm the assessment result.
  - (ii) A notice with the particulars of candidates summoned for a supplementary assessment is published on the departmental/school notice-boards within four (4) working days after the conclusion of the summative assessment (in question).
  - (iii) It is the responsibility of the student to be acquainted with a summons to attend a supplementary assessment, in particular the date, time and venue of such assessment. The CUT accepts no responsibility/liability in this regard.
- (2) The examiner/assessor may verbally advise students of the supplementary assessment schedule and it is the responsibility of the student to ask the examiner/assessor about this assessment opportunity. The CUT also accepts no responsibility/liability in this regard.

### 3.6 Reassessment

3.6.1 Unless otherwise stated in the faculty rules, this is an assessment opportunity granted to a candidate who has achieved a final mark of between 35% and 49% (between 45% and 49% in the case of Engineering programmes) for a course/module and who wishes to improve the final mark to 50%. Reassessment is granted under the following administrative conditions:

- (1) Reassessment of a year course/module (with two or more units) takes place directly after the summative assessment of the last unit and covers the learning aims and achievements of all units.
- (2) Reassessment shall in all material academic respects conform to the planned summative assessment stipulations of the course/module.
- (3) Reassessment of all other modules takes place immediately after the formal summative assessment sessions scheduled in June and November.
- (4) There is no further assessment additional to a reassessment.

3.6.2 The candidates qualifying for reassessment are identified by the examiner and their names are communicated to the Head: Examination Section for publication on the central notice-boards four (4) working days before the reassessment is to be conducted. Again, it is the responsibility of every student to be acquainted with such notices and the CUT accepts no responsibility in this regard.

### 3.7 **Deferred assessment**

3.7.1 This assessment opportunity is offered to students unable to participate in the scheduled summative assessment session(s) due to illness or on medical grounds or due to special personal circumstances. Deferred assessment sessions are governed by the following administrative rules:

- (1) If needed, they are scheduled immediately or directly following conclusion of the June and November summative assessment schedule.
- (2) A deferred summative assessment may only be considered if the affected student makes a formal application with proof (e.g. medical certificate, etc.) and submits the application to the Examination Section within three (3) working days after the scheduled summative assessment session of a particular course/module.
- (3) There is no further assessment opportunity additional to a deferred assessment.

3.7.2 The same grounds listed above also apply to an application for a deferred assessment or other assessment opportunity called for and administered within a particular faculty. No deferred assessments are considered or granted on the grounds that a student has mistaken the date, time or place of an assessment

3.7.3 Application for deferred assessment should be lodged on the prescribed form (LS117.2 or LS213.3) in accordance with policy and procedure, but no later than three (3) working days after the assessment. A medical or other registered professional report or other appropriate credible evidence must support the application and the report must specifically include the following information:

- (1) The date of professional consultation (applications in cases where the medical practitioner was visited **after** the date of the assessment opportunity will not be considered).
- (2) The severity and duration of the complaint.
- (3) The medical practitioner's opinion on how the reported condition could adversely impact on the student's assessment preparation and/or performance.

3.7.4 If a student qualifies for a deferred assessment opportunity but nevertheless participates in a course/module assessment, he/she loses all rights or claims to a deferred assessment.

3.7.5 Should a student contract a communicable disease (e.g. chicken pox, measles, etc.) during the period of the summative assessment, he/she must consult a medical practitioner immediately to determine whether he/she is medically fit to continue participating in any or all further assessments. If the recommendation is that the student is unable to participate in any assessment(s), the absence will be treated as absence on valid grounds; otherwise arrangements will be made to hold the assessment(s) in a quarantine room.

3.7.6 Special assessment opportunity: A student who requires only a single course/module to meet all the requirements for a degree/diploma/certificate, but who has previously unsuccessfully participated in the course/module in question, qualifies for a special assessment opportunity in the course/module provided that he/she complies with the following criteria:

1. Only one (1) course/module is outstanding in order for the registered qualification to be awarded.
2. The student must have unsuccessfully have participated during his/her final year of study in the course/module outstanding for the qualification to be awarded. In cases where the CUT fails to present a course/module or where courses/modules are presented in cycles over a period of one year or longer, special permission may be granted by the faculty for a special assessment opportunity if the course/module was offered previously.
3. A candidate must apply in writing to the Examination Section for a special assessment opportunity (on form LS 103.3) or alternatively submit his/her application by registered mail.
4. All applications for a special assessment opportunity must reach the Examination Section within two (2) weeks after publication of the assessment outcomes/results. The CUT will not under any circumstances grant a concession with regard to this deadline.

### 3.7.7 Scheduling of deferred and special assessments

- a. Unless the Senate decides otherwise, deferred and special assessments are conducted at the end of each semester.
- b. Subject to the special circumstances stipulated, the Head: Examination Section may schedule alternative dates for special assessment opportunities and communicate the dates, times and venues for these opportunities to the affected students.
- c. Deferred and special assessments shall in all material academic respects conform to the planned summative assessment stipulations of the course/module.

## 3.8 **Assessment result/outcome notations**

### 3.8.1 Assessment result/outcome symbols

All **courses/modules** are assessed and a final mark is awarded. The final mark (irrespective of any numeric value) is coded according to the following approved academic progress symbols:

Progress Notation	Meaning	Notional %
<b>PD</b>	<b>Pass or successful completion with distinction</b>	<b>75 – 100</b>
<b>PE</b>	<b>Credit (Recognition)</b>	<b>50</b>
<b>P</b>	<b>Pass, i.e. successful completion</b>	<b>50 – 74</b>
<b>PU</b>	<b>Provisional pass or provisionally successful completion, subject to investigation</b>	<b>50 and higher</b>
<b>F</b>	<b>Fail or unsuccessful completion</b>	<b>Below 49</b>
<b>FD</b>	<b>Fail due to disciplinary sanctions</b>	<b>0</b>
<b>FT</b>	<b>Deferred-assessment opportunity granted</b>	
<b>FX</b>	<b>Fail or unsuccessful completion due to absence without prior notice</b>	
<b>FN</b>	<b>Results/assessment outcomes not yet available</b>	
<b>FC</b>	<b>Continuous assessment results/assessment outcomes not available</b>	
<b>F8</b>	<b>Reassessment opportunity granted and results/assessment outcomes pending</b>	
<b>P4</b>	<b>Recognised in terms of the Policy on the recognition of prior learning</b>	

### 3.8.2 Date of issue of qualifications

The date of issue of a qualification is the first day of the month following the month in which the assessment results/outcomes of the last summative assessment were published by the Examination Section.

### 3.8.3 Awarding of qualifications *cum laude* (i.e. with honours)

Subject to the approval of the Senate, as well as compliance with the applicable rules of the relevant faculty, a qualification can be awarded *cum laude* provided the candidate meets the following criteria:

- (1) The candidate has participated in and successfully completed all courses/modules prescribed for a qualification of the CUT;
- (2) The candidate has passed or successfully completed all the prescribed courses/modules of the qualification on the first attempt;
- (3) The candidate achieved an overall average of 75% or above for all courses/modules prescribed for the qualification;
- (4) The candidate achieved an overall average of 75% or above for all exit-level courses/modules prescribed for a qualification.

## 3.9 **Academic review of student progress**

### 3.9.1 Unsatisfactory academic progress

The CUT identifies a student as making unsatisfactory progress if:

- (1) The student has failed courses/modules **and/or** unsuccessfully participated in courses/modules in addition to any of the under-mentioned conditions (irrespective of whether or not studies were interrupted):
  - (i) First-year students who failed all their registered courses/modules and/or **cancelled some or all** courses/modules after registration verification day;
  - (ii) Senior students who failed two (2) or more courses/modules in two (2) consecutive attempts and/or **cancelled some or all courses/modules** after registration verification day; or
- (2) A student whose registration is tied to a contractual agreement and who fails to adhere to the conditions of the contract.

### 3.9.2 Prognosis of unsatisfactory academic progress

A student is identified as “academically at risk” on the basis of the same criteria as stipulated in par. 3.9.1, but applied only to the continuous assessment marks as on the third Monday in April (for the first semester) and September (for the second semester) or the working day immediately thereafter. To enable this prognosis, faculties must ensure that the official database reflects a continuous assessment mark for every student.

## 3.10 **Procedure for student objections or appeals**

The following objection or appeal procedure is available to students against whom the Examination Committee or the faculty has invoked the academic progress support as outlined in the assessment manual.

- (1) Supported by the relevant evidence a student may lodge a written objection to the Assessment Committee regarding the decision.

- (2) Student objections must be lodged by on the last working day on or before the dates specified below. Alternative dates may be published in the annual programme.

Courses/modules offered during the first semester and the entire year	14 January
Courses/modules offered during the second semester	16 July

- (3) On receipt of an appeal or objection the Examination Committee convenes an Appeal Committee consisting of the following members:

- (i) Registrar
- (ii) Dean or a senior academic representative of the faculty concerned
- (iii) Head of the Student Administration Section
- (iv) Dean: Student Services
- (v) SRC member delegated by the SRC

- (4) When considering objections or appeals, the Appeal Committee takes the following factors into account:

- (i) The academic ability of the specific student as measured by the academic record of the student, as well as the time limit allowed for completion of the courses/modules prescribed by the curriculum or the enrolment contract;
- (ii) The institutional duty to encourage and support:
  - (a) Student success, even if this success is based on reduced learning targets; and/or
  - (b) Student compliance with contractual obligations.
- (iii) If applicable, the current enrolment against any enrolment limits, if any. In this regard, the Appeal Committee has no authority to vary existing enrolment limits.

- (5) The decision of the Appeal Committee is communicated in writing to the student by the Student Administration Section. Likewise, the decision is reported to the Examination Committee.

- (6) A student aggrieved by the decision of the Appeal Committee may lodge a final appeal or objection with the Executive Committee of Senate for a final ruling on the matter.

#### 4. RE-MARKING

Re-marking means that an assignment/answer script, which has not been altered or extended by the student, is marked for a second time.

- 4.1 In accordance with the provisions in the *Student Assessment Manual of the Central University of Technology, Free State*, should a student feel that an individual assignment/answer script has been marked unfairly or inappropriately, a request for re-marking (*form LS124.3 – Application for re-marking of assessment*) may be addressed to the Head: Examination Administration within three (3) weeks after publication of the results. **An administrative fee per subject is payable before any application will be processed.**

- 4.2 An assignment may only be submitted once for re-marking.

- 4.3 If the re-marking culminates in an amended mark or result, that result is the final result.

## **5. EXTRA TIME DURING ASSESSMENTS**

In accordance with the *Policy and procedure for the granting of extra time and other concessions during officially scheduled tests and assessments at the Central University of Technology, Free State*, extra time is allocated to persons with obvious physical, psychological or emotional disabilities to allow them to complete their tests and assessments. Alternative arrangements are also made where necessary, e.g. oral assessments may be permitted.

- 5.1 A maximum of 15 minutes extra per hour is allowed.
- 5.2 The allocation of extra time is indicated on the diploma/degree/certificate of the student.
- 5.3 Students must apply for extra time at the Centre for Counselling, using form LS227.1 (*Application for the granting of extra time or other concessions during officially scheduled tests and/or assessments of the Central University of Technology, Free State*), at least two (2) weeks before classes begin. Applications must be accompanied by supporting documentation.

## **6. SUBJECT RECOGNITION**

- 6.1 In accordance with the *Policy and procedure with regard to subject recognition of prior learning, qualifying for the issuing of a qualification, and recognition of qualifications of South African as well as foreign students*, applicants requesting credit must address a written application (*Form LS123 – Application for recognition/ indemnity of a subject*) to the Examination Section. Satisfactory documentary evidence in support of such applications must be provided. The amount payable is R30 per subject.
- 6.2 Final dates for the submission of applications for subject recognition at the Examination Section:  
  
For registration during semester 1 and for year courses: 14 January 2013  
For registration during semester 2: 16 July 2012

## **7. GENERAL INFORMATION**

- 7.1 The results and assessment timetables for the various assessment opportunities are available as follows:
  - Publication on central notice-boards
  - Results mailed to each candidate. (NB: Assessment timetables are not mailed to candidates)
  - MTN answering service: 083 123 1000
  - Internet: [www.cut.ac.za](http://www.cut.ac.za)
- 7.2 Please note that it is sometimes necessary to divide large class groups into smaller groups during assessments. Student must consult the individual assessment timetables on the central notice-boards for information on the venue in which the assessment is to be conducted.
- 7.3 No cellular phones are permitted in the venues. The CUT accepts no responsibility/liability for any loss of, or damage to, personal property in assessment venues

7.4 The central notice-boards are situated between the Artec Hall and the Gymnasium.

**NB:** The building codes are published below for your convenience.

<b>BUILDING CODE</b>	<b>ROOM NUMBER</b>	<b>BUILDING</b>
12	0001, 0003, 0005, 0200, 0222, 0225, 0227, 0229,	bhp Billiton Building
14	023, 025, 026, 027, 028, 138, 136, 159, 161	bhp Billiton Building
50	0001	Old Main Hall
52		Dirk Coetzee Building
54		Hotel School
58	0100	Boet Troskie: Hall
58	0000	Boet Troskie: Cellar
77	0105, 0109, 0110, 0111	Centre for Electronic Distance Education
78	0110, 0114, 0117	Faculty: Management Sciences
81	0001	Artec Hall

## **8. RELATED IRC MATERIAL**

8.1 The following forms are applicable:

8.1.1 LS 117.1 - Application for special assessment as a result of illness

8.1.2 LS 213.2 - Application for special assessment (excluding reasons related to illness)

8.1.3 LS 103.3 - Application to write a special assessment in order to earn a qualification