

## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

### Guidelines for the Dean's Concession Assessments (DCAs) for final-year undergraduate students of 2023

#### When do I qualify for DCAs?

##### You may qualify for a DCA in a module/s if:

1. You are registered as a final-year undergraduate student in 2023.
2. You are 33 credits or fewer short in at most two modules for a degree, diploma or certificate,  
**OR**  
You are one module of 48 credits or fewer short and this is the only module you need to graduate.
3. You have obtained a valid final mark of at least 35% for each of the relevant modules. To achieve a valid final mark in a module, you have to:
  - complete at least one of A2/A2S2 or A3; and
  - complete at least two main assessment opportunities for semester modules or at least three main assessment opportunities for year modules. You may therefore apply for the DCA even though you have not completed all the main assessments of a module; and
  - meet all minimum requirements stated in the relevant module framework, for example participation percentage and/or level of competence.

##### Please note:

- The highest mark you can obtain for passing a DCA is 50%.
- The DCA rules of the faculty in which you are registered (home faculty) will apply. Final-year students registered for programmes in other faculties must therefore verify the relevant faculty-specific DCA rules. BDatSci final-year students must follow the DCA rules of the home faculty of their focal area, while BAccLLB and BCom (Law) final-year students must follow the DCA rules of the Faculty of Economic and Management Sciences.

#### How and when can I find out whether I qualify for a DCA?

- Your final marks will be available after the November assessment period. Check your final marks and the comment next to it on your academic transcript or on My.SUN/SUNStudent:
  - Should you have a valid final mark and a **"fail"** comment, you may apply for a DCA on condition that you meet all the DCA requirements.

- If you have a final mark together with a comment of **“insufficient assessment”** or **“no assessments completed”** and you do not have a valid final mark, you do not qualify for a DCA.
- Should you qualify for a DCA, you will receive an e-mail in December 2023 urging you to register for the DCAs.

## Other important information

- You MUST register electronically for the DCA before 12 January 2024. Register via this DCA [registration link](#). If you fail to register via the link, the Registrar's Division will not be able to effectively prepare for the DCAs. Please do not send an e-mail to request confirmation of receipt of your completed form.
- Once you have submitted the application form, please wait for communication from the Registrar's Division (which will be forwarded from December 2023).
- E-mails will be sent from December 2023 to those who have already registered to confirm that you qualify for, and have received admission to, the DCA.
- All DCAs will be written on consecutive days in January 2024 before lectures commence, and no further assessments will be set for this purpose. You might be required to write more than one assessment on the same day.
- The assessments will take place in the lecture halls of the Van der Sterr and CGW Schumann Buildings. The specific venue(s) will be communicated in due time on the website of the Faculty ([www.sun.ac.za/ems](http://www.sun.ac.za/ems)). In addition, you can confirm your venue on the day of the assessments in the foyer of the CGW Schumann Building. Please ensure that you arrive at least 30 minutes prior to the commencement of an assessment at the venue.

Should you have any further questions, please contact the EMS Registrar's Division staff at [registrarems@sun.ac.za](mailto:registrarems@sun.ac.za).