



ACADEMIC AFFAIRS COUNCIL

THE CALCULATION OF HEMIS

Your HEMIS (*Higher Education Information Management System*) is one of the most important calculations made during your academic career. Thus, it is vital to know about HEMIS, and also to know how to calculate your own total. **Got it? Get it!**

HEMIS is applicable in two separate areas of your academic life here at university i.e. **accommodation allocations** and **academic re-admission**. Therefore it is necessary to calculate your HEMIS twice a year: first after the June exams to assess whether you have prospective residence re-entry; then again after the November exams to re-assess your residence re-entry *and also* to assess whether your HEMIS total qualifies you for re-admission to your faculty the following year. Being able to make these calculations is important even if you are not in a university residence: firstly for the important academic re-admission assessment, but also if you intend to run for a student leadership position, such as PSO committee membership, where a healthy HEMIS total becomes a criteria for qualifying for such posts. Calculating your HEMIS can be done in three steps:

STEP 1: TOTAL CREDITS

The first piece of information you need is the total credits your academic course requires you achieve per year of study. You can find this figure in the university's Calendar book - available online via www.sun.ac.za and also at Admin A at the General Enquiries counter.

To access the University Calendar electronically:

1. Go to www.sun.ac.za
2. Select English or Afrikaans
3. Click on the link on the left hand side of the screen: The University
4. A menu drops down, click on Calendar
5. Select the Calendar book you require, which will open in pdf. format
6. Remember: you can get a printed copy of the Calendar at General Enquiries in Admin A



To illustrate this process, we're using the Arts & Social Sciences' Calendar (Part 4) as an example. Use the contents page to find your particular course information, for example the BA (Humanities) program on page 27:

Basic level (first year) (126 - 134 credits)

At first-year level 5 subjects (5 x 24 or 1 x 36 and 4 x 24 credits) plus Information Skills 172 (6 credits) are taken. At least two subjects each must be chosen from Group 1 and Group 2 with the fifth subject taken from either Group 1 or Group 2.

Intermediate level (second year) (128 – 132 credits)

At second-year level 4 subjects (32 credits each) are continued from the basic level. Applied English Language Studies may be taken if the pre-requisite English Studies 178 has been taken.

Advanced level (third year) (120 - 132 credits)

At third-year level 2 subjects (2 x 48 credits) chosen in second year are continued. Choose an additional module or modules of half a third-year subject from Group 1 and/or Group 2 (1 x 24/2 x 12 credits) **or** Choose two metadisciplines (2 x 12 credits) from Group 3.

This indicates that a student studying the first year level of the BA (Humanities) program must register for at least **126 credits**, then for **128** in the second year, and finally for **120** in the third year. Obviously, these totals vary per degree program per faculty. For instance, non-final year Science students register for 133 credits and non-final year BComm students for 128 credits.

A quick method of establishing how many credits each module requires you achieve, you can check your personal **Registration Statement**, available via the kiosk in Admin A or via your personal mymaties.com profile. The credits for each module will be listed in brackets next to the module codes on your Statement.

Year/Month	Code	Name	Type
200806	49409-411 (12)	Administrative Law	H
200806	37273-311 (12)	Trade Law	H
200806	53333-311 (12)	Legal Philosophy	H
200811	10812-278 (24)	Management Accounting	H
200811	26883-278 (32)	Financial Accounting	H
200811	17914-372 (32)	Private Law	H
200811	17914-373 (32)	Private Law	H

The example above illustrates a student who has registered for 156 credits in that particular year of study. As long as his course requirement for that year, as laid out in the University Calendar, is 156 credits, then the student earns 1 HEMIS credit for the year's successful study. I.e. **156 credits = 1 HEMIS credit** for that year.

TOTAL CREDITS NEEDED PER YEAR = 1 HEMIS CREDIT

Step 1 of your HEMIS calculation is now complete, given you now know how to calculate the total amount of credits you are required to earn for whatever year of study you are in. Our previous example was a first year BA (Humanities) student who needs to earn 126 credits that year. Therefore, given what we learnt above, those 126 credits are 1 HEMIS credit for that student.

FAQ

ADDITIONAL MODULES:

- Extra modules that you are taking DO NOT influence the grand total of your HEMIS. In other words, as we learned with step 1: unless that module is required as per the degree information, it cannot influence your HEMIS total
- However, if you pass the modules you are taking extra, it can assist you during step 2 of the HEMIS calculation. If you are repeating a module for instance, and can't complete the required registration at the beginning of the year, you can register for extra modules in order to fulfil your HEMIS requirement.

CHOSEN MODULES:

- Chosen modules should be distinguished from extra modules. Some programs offer you a choice of modules in order to complete the credit requirement for the course. Thus, you are still fulfilling a required amount of credits, but you can choose the modules you complete to do so.
- Thus, choice modules are included in your HEMIS calculation.

EXTENDED DEGREE PROGRAM:

- If you are registered on the EDP, then step 1 proceeds exactly the same as for a student not on the EDP, except the university determines and communicates the yearly credit requirement for your program to you separately.
- Obviously then, given an extra year of study, your yearly requirement may be smaller than the same course year requirement of a non-EDP student.
- The only significant change to your HEMIS calculation, if you are an EDP student, comes in step 3 where the HEMIS barriers you are required to achieve are lower than for non-EDP students.

STEP 2: CREDITS ACHIEVED

The second step requires you to calculate how many of the credits required by your course have already been earned, or must be earned in the exams. ***These are all credits you have already achieved.***

FAQ

PREDICATE:

- Predicate is your passport to the exam venue – a predicate of 40% gains you entry into the first exam opportunity.
- Predicate is composed of the results of class tests, semester tests and WebCT tests you write, assignments you hand in, and even class attendance in some cases.
- Your module or course framework will alert you to the composition of predicate for your particular course or module, and will thus illustrate what is required of you.
- NB: There may be exceptions to the above – the best place to find these exceptions is via your module or course framework.

SECOND EXAM OPPORTUNITY:

- To qualify for the second exam opportunity, you must achieve a result between 40% and 50% in the first exam opportunity.
- The achievement mark that you receive from a second exam is thus your final result for the module. It is also worth mentioning that your second exam result will not always be limited to 50% (in order to merely pass) as is sometimes believed. It is possible to pass a second exam with distinction. (See your module or course framework.)

CONTINUOUS ASSESSMENT:

- Modules that run on the continuous assessment system do not have exam opportunities as such, and also do not work on the predicate system. In a continuous assessment module, you work towards a final class mark.
- At the end of the year then, your final class mark becomes your achievement mark.

PROGRESS MARKS / CLASS MARKS:

- At the end of the June exams, you are awarded a progress mark for your ongoing year subjects.
- The Progress Mark can be used to calculate your HEMIS, though in most cases, it is only useful to calculate your potential for Accommodation Re-admission.

DROPPING OF A MODULE:

- If you drop a module before it is examined, then for the purposes of HEMIS, you have not completed those credits and cannot then include that module in your HEMIS calculation.

What must I achieve in the exam to pass?

- **EXAM REQUIREMENTS:**

1. If you achieve 50% or more in an examination, then you officially pass, independent of what your predicate mark was.
2. If you don't achieve the above, but your achievement mark (i.e. your exam mark and predicate total combined) is still above 50%, then you still pass the module. The various weightings of predicate to exam result (e.g. 50/50 or 40/60) can be found in the module or course framework for that module.
3. If your predicate is above 60%, then you need only get 40% in the exam for that module, but importantly, it doesn't matter how much above 60% you achieve, you still need to get 40% in the exam. For instance, if your predicate is 99%, you still need to achieve 40% or above in the exam to pass, not just 1% as is a popular myth regarding this issue. There are exceptions to this, so ensure that you know exactly how the achievement marks for your respective modules are calculated. Check your module or course framework, or ask your lecturer for this information.
4. In the case of the above, the opposite is also true: If your exam mark is between 30% and 39%, then your achievement mark won't rise above 49%. Thus, no matter how high your predicate is, you will need to write the second exam.
5. Further, if your exam mark is lower than 29%, then your achievement mark is not going to rise higher than 39%. In this case, you will fail the module, no matter what your predicate is.
6. For more information on these requirements, see page 193 and 194 of the General Calendar (Part 1).

CALCULATING YOUR TOTAL CREDITS ACHIEVED:

I] First Semester Modules:

- These modules can be identified by looking at the module code, i.e. **Private Law 178**. The '1' indicates the year level (first year), the '7' indicates a year module, and the '8' is used for administrative purposes. (1-3: first semester modules; 4-6: second semester modules; 7-9: year modules.) Thus, **Business Ethics 214**: the '2' indicates a second year module and the 1 indicates a first semester module.
- **NB:** To achieve the credits for a first semester module you must have passed the module, either at the first or second exam opportunity, or via some other means e.g. a Winter School. Only having passed the module are you entitled to the full credits for that module.
- Separate to a half-yearly calculation of HEMIS, the end of the year calculation will also take your first semester results into account.
- In the case of supplementary **Winter/Summer Schools**, it is imperative to go to Admin A and ensure that what credits you achieve on such programs get

added to your academic history. More often than not, these credits are added to your profile only after the HEMIS calculations are made by Admin, so they might not reflect in that statement and could be decisive regarding your academic or accommodation re-admission.

- If you fail a year module at the end of the year, you obviously lose the credits you achieved towards the full total in the June Exam for that module.

2] Second Semester Modules:

- In the module code, these modules are indicated by the second digit, which will be between 4 and 6.
- Given these modules are not examined at the half-year, you are not entitled to any of their credits.
- If you pass the module at the end of the year, via the exams or Winter/Summer Schools, then you are entitled to the full credits.

3] Year Modules:

- In the module code, these are indicated by a second digit between 7 and 9.
- At the June exam of a year module, you must achieve a progress mark of at least **48%** to achieve **HALF** of the credits for that module. So, if you were studying Financial Accounting 178 (24 credits) and achieved 50% as a progress mark in June, then you would be entitled to 12 of the 24 credits of the module. As mentioned above: if you fail the module at the end of the year, you lose ALL the credits you achieved for that module.
- This calculation is only crucial for the accommodation re-admission HEMIS, as academic HEMIS only becomes an important factor at the end of the year.
- If you pass the module at the end of the semester, via the exams or Winter/Summer Schools, then you are entitled to the full credits.

Once all the above factors have been taken into account, you can count up the credits you achieved. To return to the example of the BA (Humanities) student used previously, that student (first year) will have achieved 78 credits of 126

STEP 3: YOUR HEMIS

In order to complete Step 3, there is a final calculation to be made, the results of which must be applied to a sliding HEMIS scale produced by Admin. The final calculation involves **dividing the figure you calculated in Step 2 (credits achieved) by the figure calculated in Step 1 (total credits required)**.

To return to the BA (Humanities) first year student example:

$$\begin{aligned} \text{HEMIS} &= \frac{78}{126} \\ &= 0,62 \text{ HEMIS credits} \end{aligned}$$

Easy enough, but a quick hint...

HINT

This calculation becomes more complicated if you repeat modules over various years of study, i.e. repeating first year modules into your third year...

- The most effective method of simplifying this is to view each year as 1 potential HEMIS credit, with your responsibility being getting your HEMIS aggregate as close to the full 1 as possible.
- Thus, when calculating HEMIS, divide the modules you are totalling into their respective years for each year you are calculating, before calculating what you have achieved for each year officially.
- The total of HEMIS credits for each year can then be totalled to a final HEMIS credit, which is necessary for the final part of Step 3.

With your HEMIS total in hand, it now needs to be applied to the two relevant sliding scales applicable to a) accommodation re-admission and b) academic re-admission...

[1] RE-ADMISSION TO ACCOMMODATION

To retain your place in University Accommodation, your HEMIS will need to meet or exceed the following totals:

YEAR	0.5	1	1.5	2	2.5	3	3.5	4	4.5	5
UNDERGRADUATE STUDENTS:										
HEMIS	0.3375	0.45	1.16	1.45	2.0825	2.45	2.7	3	3.6	4
EXTENDED DEGREE PROGRAM:										
HEMIS	0.3375	0.45	0.8	1.2325	1.45	1.8	2	2.7	3	

NOTE: In the YEAR row, 0.5 refers to the first half of your first year, 1.5 to the first half of your 2nd year etc.

1. Thus, a first year must achieve a HEMIS higher than 0.3375 in the June Exam, and a HEMIS of 0.45 at the end of the year, in order to get re-admission to Residence.
2. Second years must achieve a HEMIS higher than 1.16 in June, and 1.45 at the end of the year. If you achieve these totals or more, then your place in Residence is virtually assured, and you can also stand for student leadership positions if you so desire.

SEPTEMBER COMMITTEE

- The September Committee considers incidents of students that do not gain re-admission to university accommodation, but specifically for personal or unavoidable reasons i.e. circumstances outside of the student's control.
- The Committee's decision is final, and students who appear before them are advised to offer as much documentary evidence supporting their case as possible.

[2] RE-ADMISSION TO YOUR FACULTY

The same HEMIS calculation also determines your re-admission to study, but a slightly different sliding scale is applicable:

YEAR	1	2	3	4	5	6	7	8	9
UNDERGRADUATE STUDENTS:									
HEMIS	0.33	1.23	2.03	2.78	3.53	4.28	5.03	5.78	6.53
EXTENDED DEGREE PROGRAM:									
HEMIS	0.33	0.70	1.23	2.03	2.78	3.53	4.28	5.03	5.78

- I. Thus, if your HEMIS is 0.33 and above at the end of your first year of study, then you will be re-admitted to carry on with your second year. At the end of your second year, a HEMIS of 1.23 accomplishes your re-entry for third year, etc.

EXCEPTIONS:

Both of these tables are subject to change from time to time, so take note of the following...

- a. Health Sciences, Arts & Social Sciences and Science courses have the first year requirement set at **0.5**.
- b. For Engineering students, the first year HEMIS total is set at **0.6!** Further, there is a separate sliding scale applicable to Engineering students, which can be found on Page 174 of the *General Calender (Part I)*.

RE-ADMISSIONS APPEAL COMMITTEE

- If you do not achieve your HEMIS requirements at the end of the year and are thus denied re-admission by the University, you can appeal to this Committee for re-consideration. Take note that generally only cases of extreme personal need, or circumstances outside the student's control are taken into consideration.
- The Committee's decision is final, and students who appear before them are advised to offer as much documentary evidence supporting their case as possible.
- Also, students must be able to demonstrate that similar circumstances are not going to derail their studies again.

Who can I contact for help?¹

The following student representatives are at your service if you have any further questions or comments on HEMIS and its effects on you:

ACADEMIC AFFAIRS COUNCIL 2009/10:²		
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OTHER SOURCES OF HELP:	
Centre for Student Counseling & Development	http://www0.sun.ac.za/cscd
Student Accommodations	cme@sun.ac.za
Centre for Teaching & Learning	solstud@sun.ac.za
Language Centre	www.sun.ac.za/taalsentrum

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