

# **POLICIES, ADMINISTRATIVE PROCEDURES AND GUIDELINES**

---

## **ADMISSION POLICY**

---

### **PART ONE: ADMISSION POLICY AS FROM 2009**

#### **1. INTRODUCTION**

The University of the Western Cape has been at the forefront of South Africa's historic change, consistently dedicated to access, equity and quality in order to help "the historically marginalized participate fully in the life of the nation" (UWC Mission Statement, 1997). At the same time the university is firmly oriented to the future, "committed to excellence in teaching, learning and research, to nurturing the cultural diversity of South Africa, and responding ... to the needs of society", while being "aware of (its) distinctive academic role in helping build an equitable and dynamic" nation (UWC Mission Statement, 1997).

For the University of the Western Cape, equitable access to university education involves both compliance with admission criteria and epistemological access, i.e. provision of excellent opportunities to learn effectively. Academic activities, research and planning are aimed at meeting the dual challenge of reconstruction and development, and quality, competitiveness and growth in a global economy. As a medium-sized university with strong undergraduate and postgraduate teaching and research programmes, UWC is committed to achieving and sustaining quality in all its core business. This involves both equitable access and equity of outcomes.

#### **1.1 STATUTORY ADMISSION REQUIREMENTS**

Universities in South Africa are governed by the Higher Education Act (Act No 101 of 1997) and their respective university statutes. The Higher Education Act repealed all previous university private acts except those sections of the Universities Act (Act No 61 of 1955), which deal, inter alia, with Umalusi. The University's admission policy is aligned with the provisions of section 74 (1) of the Higher Education Act.

#### **1.2 GENERAL CRITERIA FOR ADMISSION TO THE UNIVERSITY**

To qualify for the National Senior Certificate (NSC), a learner needs seven subjects consisting of four compulsory subjects and three subjects of the learner's choice. The four compulsory subjects are: two languages, one being the student's Home Language and the other a first additional Language, Life Orientation and either Mathematics or Mathematical Literacy.

There is a choice of 27 subjects (some of which have been classified as '*designated subjects*' – see below). The learner has to achieve a rating of at least 4 (50-59%) for four designated subjects in order to be eligible for degree study. This is over and above the minimum requirements for an NSC. *In addition, institutions can also set their own requirements.*

In order to study at the University of the Western Cape the candidate must have met the following criteria:

1. The National Senior Certificate (NSC) required for Degree, Diploma or Higher Certificate study, as appropriate – see section 2 below.
2. A minimum number of points calculated on the university's points system (this does not apply to the Higher Certificate) – see section 3 below.
3. A pass at the required level in each of the subjects specified for the programme into which the candidate seeks admission – see Faculty Calendar.

Where there is competition for places in any particular programme – that is, where the number of qualified candidates exceeds the number of available places – selection will take place on the basis of criteria that have been determined by faculty selection committees. In some instances, faculties will use results achieved in the National Benchmark Test to **place** students **with endorsement** in particular programmes or curricular routes. In exceptional cases the NBT may be used for **alternative admission purposes**. ( See section 4 below)

## **2. GENERAL CRITERIA FOR ADMISSION TO DEGREES, DIPLOMAS AND CERTIFICATES**

### **2.1 For the Bachelor's Degree:**

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Adequate achievement, 50-59%) or better in four subjects chosen from the following recognized 20-credit NSC subjects (known as the 'designated subject list'):

Accounting, Agricultural Sciences, Business Studies, Dramatic Arts, Economics, Engineering Graphics and Design, Geography, History, Consumer Studies, Information Technology, Languages (one language of learning and teaching at a higher education institution and two other recognized language subjects), Life Sciences, Mathematics, Mathematical Literacy, Music, Physical Sciences, Religion Studies, Visual Arts.

### **2.2 For the Diploma:**

The minimum admission requirement is a National Senior Certificate as certified by Umalusi with an achievement rating of 3 (moderate Achievement, 40-49%) or better in four recognized NSC 20-credit subjects.

### **2.3 For the Higher Certificate:**

The minimum admission requirement is a National Senior Certificate as certified by Umalusi.

### 3. THE POINT SYSTEM

For admission to degree and diploma programmes UWC will use a weighted system for calculating points, as follows:

NSC LEVELS		UWC POINTS			
Level	Percentage	Points for English <sup>1</sup>	Points for Maths or Maths Lit.	Points for Life Orientation	Points for each other subject
8	90-100%	15	15	3	8
7	80-89%	13	13	3	7
6	70-79%	11	11	2	6
5	60-69%	9	9	2	5
4	50-59%	7	7	2	4
3	40-49%	5	5	1	3
2	30-39%	3	3	1	2
1	20-29%	1	1	1	1
	Less than 20%	0	0	0	0

In order to be admitted to degree studies the candidate should have attained a minimum of **27 points**, and, to diploma studies, a minimum of **23 points**.

### 4. ALTERNATIVE ADMISSIONS ON THE BASIS OF SENATE'S DISCRETION

#### 4.1 Applicants who matriculated before 2008

The matriculation board will continue to function in its current capacity in 2009. Until the status quo is changed, all regulations with regard to Senate Discretionary (SD) admission and exemption certificates that currently apply to applicants who completed matric before 2008, will continue to apply to this category of students in 2009 and thereafter.

#### 4.2 Applicants who will complete the National Senior Certificate (NSC) in 2008 or thereafter

The certificates of candidates who will complete the NSC examinations in 2008 and thereafter will be endorsed to indicate the level of study for which they may be admitted to higher education institutions.

---

<sup>1</sup> 'English' here refers to either English home language or English first additional language, *not* second additional language, which would rather fall under 'other subjects'.

Candidates who complete matric in 2008 and thereafter, but who do not meet the admission criteria of the university, will only be admitted if in Senate's Discretion, they have demonstrated competence during alternative assessments processes.

The National Benchmark Test (NBT) may be used to assess the competence of applicants who have endorsement for studying at a university, but not the required levels of performance for the programmes for which they have applied.

An RPL assessment process will be used to evaluate the competence of applicants who have not completed grade 12 or who have not obtained an endorsed National Senior Certificate.

### **4.3 Applicants with an endorsed NSC who do not meet UWC's admission requirements**

Candidates who completed an NSC, but have not attained the required level of endorsement for admission to particular study programmes, will be required to complete (and pass at specified levels) the National benchmark Test (NBT).

Such candidates will be considered if they have an endorsed certificate for a programme at **one level below** the programme that they have applied for. They may be admitted to specified programmes if they have passed the NBT at performance levels as determined by faculties. Faculties that offer degree programmes may consider applicants with endorsement for diploma studies. Faculties that offer diploma programmes (Dentistry, Education and Law) may consider applicants with endorsements for higher certificates studies.

### **4.4 Applicants without an NSC or an endorsed NSC**

Students who completed the NSC in 2008 or thereafter, but have not obtained endorsements, will be considered for alternative admission after the age of 23. This age is proposed on the assumption that an appropriate level of maturity and relevant experience or learning could be gained at 23 years of age. Such candidates will be required to complete a RPL portfolio development course and submit to a process where relevant learning and/or experience will be assessed.

Candidates who are 23 or older and do not have a matriculation certificate or NSC, but who might have obtained other qualifications or experience that may be deemed to be equivalent to admission criteria for particular study programmes, will also be required to complete a RPL portfolio development course or an RPL portfolio process as agreed and to submit to a process where such learning, qualification and/or experience will be assessed.

## **5. ADMISSION OF INTERNATIONAL STUDENTS**

International students who have completed or are completing their secondary education by means of the O and A (Principal) level system must have a combination of both O and A level subjects in order to qualify for admission to an undergraduate degree programme. In order to be admitted to an undergraduate degree, prospective international students should have a pass in English, an additional language as well as a pass in Mathematics and a Science subject. A C-

symbol or higher is regarded as an acceptable pass mark at the O level whilst an E-symbol or higher is regarded as an acceptable pass mark at an A (or Principal) level.

International students in possession of an O level qualification only may be considered for admission to an undergraduate diploma or a foundation course, unless they have attained the age of 23 in which case they would qualify for a degree programme by means of an exemption on the grounds of their age.

In addition to the above-mentioned general admission requirements, faculties may specify further requirements for admission to particular programmes and selections may be done on the basis of grades obtained in specific subjects. In instances where the A- or O-level system is not applicable, applications will be considered on merit by the faculties concerned.

All Universities are governed by Higher Education South Africa (HESA) who determines whether international students are eligible for admission to South African Universities. Additional guidelines can be obtained from the HESA website [www.hesa-enrol.ac.za](http://www.hesa-enrol.ac.za)

## **6. ADMISSION TO POSTGRADUATE STUDIES.**

Postgraduate studies are normally further studies in a major subject area or sub-discipline of an undergraduate programme. However, some postgraduate study programmes are inter-disciplinary programmes with particular professional outcomes and have other requirements. The University offers honours, masters, doctoral, diploma and certificate programmes at postgraduate level.

### **6.1 Conventional Admission Requirements**

- 6.1.1 The conventional admission requirement for **postgraduate diplomas or certificates** is a bachelors degree or a M+3 qualification and at least three years relevant prior learning that the faculty concerned may consider to be equivalent to a bachelors degree.
- 6.1.2 The BEd(Honours) degree is the only **bachelors degree** that the University offers at a postgraduate level. The minimum entry requirements for the BEd (Honours) degree are a Bachelor's degree plus a Teachers Diploma and relevant experience or an M+4 qualification. Candidates who enroll for the BEd (Honours) degree must meet the requirements stipulated in the Norms and Standards for Educators.
- 6.1.3 The minimum entry requirement for **honours degrees** is a bachelor's degree or an M+3 qualification that the faculty concerned may consider to be equivalent to a bachelors degree plus 3 years relevant prior learning.
- 6.1.4 A **masters degree** can be obtained by completion of a thesis or a structured programme that may include course work and a mini-thesis or research project. To be considered for admission to a masters degree a candidate must be in possession of:
  - an honours degree, or a four year professional degree; or
  - an advanced bachelors degree; or
  - a M+4 qualification evaluated by the Faculty as equivalent to the aforementioned degrees plus 5 years relevant prior learning.

A **doctorate** is awarded on the basis of original research, carried out under the guidance of a supervisor. Candidates who are in possession of a Masters Degree or a qualification that the faculty concerned may consider to be equivalent to a Masters Degree, could be admitted to a doctoral programme.

## **6.2 Admission to Postgraduate Studies in terms of Senate’s Discretion – Rule A.2.1.4**

Notwithstanding the above admission criteria, Senate may allow a candidate, who in its opinion has attained an appropriate level of competency, to honours, masters and doctoral studies. When an application is made in terms of Rule A.2.1.4, the approved guidelines should be followed. Admission remains the prerogative of Senate, and departments and faculties may not admit candidate(s) on their own authority. In order to determine whether an applicant’s academic status is equivalent to that of a graduate that would be admitted by the conventional admission route, and if the specific programme requirements have been met, the department concerned will be required to consider the level of previously attained qualifications, research competency, engagement with relevant subject matter through conference attendance or scholarly writing, completion of relevant courses or study programmes, relevant work experience and where appropriate, the applicant’s performance on a portfolio development course. The assessment will be done by an assessment panel that will forward a recommendation regarding the applicant’s admission to Senate *via* the relevant Faculty Board (see the university website or general calendar for more detail).

## **7. RE-ADMISSION OF STUDENTS**

The Council, with the approval of the Senate of this university, may determine minimum criteria for students to continue with their studies. Such criteria may differ from faculty to faculty and from academic department to academic department in accordance with the demands of specific programmes. Unless Council, with the approval of Senate, specifically decides otherwise, the approved faculty rules for particular degrees, diplomas or certificates with regard to renewal of registration, shall apply (see the general calendar and faculty yearbooks or the university website for more information). Faculties are authorized by Council to take final decisions regarding re-admissions. Senate will oversee the management of re-admissions by faculties on behalf of Council and will peruse annual reports from faculties on an annual basis.

---

## **PART TWO: ADMISSION POLICY PRIOR TO 2009**

### **1. INTRODUCTION**

The University of the Western Cape has been at the forefront of South Africa’s historic change, consistently dedicated to access, equity and quality in order to help “the historically marginalized participate fully in the life of the nation” (UWC Mission Statement, 1997). At the same time the university is firmly oriented to the future, “committed to excellence in

teaching, learning and research, to nurturing the cultural diversity of South Africa, and responding ... to the needs of society”, while being “aware of (its) distinctive academic role in helping build an equitable and dynamic” nation (UWC Mission Statement, 1997).

For the University of the Western Cape, equitable access to university education involves both compliance with admission criteria and epistemological access, i.e. provision of excellent opportunities to learn effectively. Academic activities, research and planning are aimed at meeting the dual challenge of reconstruction and development, and quality, competitiveness and growth in a global economy. As a medium-sized university with strong undergraduate and postgraduate teaching and research programmes, UWC is committed to achieving and sustaining quality in all its core business. This involves both equitable access and equity of outcomes.

## **2. STATUTORY ADMISSION REQUIREMENTS**

Universities in South Africa are governed by the Higher Education Act (Act No 101 of 1997) and their respective university statutes. The Higher Education Act repealed all previous university private acts except those sections of the Universities Act (Act No 61 of 1955), which deal, inter alia, with the Matriculation Board. The University’s admission policy is aligned with the provisions of section 74 (1) of the Higher Education Act.

## **3. ADMISSION TO UNDERGRADUATE DEGREE STUDIES**

### **3.1 Conventional Admission Requirements**

The University offers degrees and a limited number of diplomas at undergraduate level. The conventional minimum requirement for admission to study for a first-degree programme is a full, conditional or mature-age Matriculation Exemption issued by the Matriculation Board, while a pass in the Senior Certificate is required for undergraduate diploma studies. Faculties may, however, set additional requirements for admission to specific programmes, and the Council of the University, on recommendation of Senate, may limit the number of students that can be admitted to particular programmes.

Universities are required to abolish diploma programmes where a similar degree programme is being offered (e.g. a degree and diploma in Social Work). Since 2002, the University of the Western Cape has not admitted applicants who do not qualify for admission to the degree programme to a similar diploma programme (*Senate, May 2001*).

In all other instances, unless Senate decides otherwise, a Senior Certificate with a pass mark in a First and Second Language (HG) and a content subject on the higher grade is required for admission to a diploma.

### **3.2 Exemption requirements as stipulated by the Matriculation Board**

A summary of the endorsement requirements as stipulated by the Matriculation Board is presented below:

**Subject grouping:** The subject grouping for selection of senior certificate subjects is as follows:  
**GROUP A:** First and Second Languages Higher Grade (the eleven official languages at first language Higher Grade as well as second language Higher Grade level).

**GROUP B:** Mathematics Higher Grade and Standard Grade.

**GROUP C:** Natural Sciences Higher Grade and Standard Grade (Physical Science, Biology and Physiology).

**GROUP D:** Third Languages Higher Grade and Standard Grade including Second Languages Higher Grade from Group A offered as third languages for this group.

**GROUP E:** Human Sciences Higher Grade and Standard Grade (Biblical Studies, Economics, Geography, History and Jewish Studies).

**GROUP F:** Geography (if not presented for the purposes of Group E), Accounting, Additional Mathematics, Agricultural Science, Animal Husbandry, Art, Business Economics, Computer Studies, Dance, Home Economics, Music, Technical Drawing, Technika (four divisions), Speech and Drama Higher Grade and Standard Grade and a substantial number of subjects only offered on the Standard Grade.

### 3.2.1 Full Exemption:

#### a) Full-time Candidates are required to take:

- Take six approved subjects
- Pass five of these subjects and obtain at least 20% in the sixth
- Take four HG subjects including two official languages at first & second language HG level and one of which must be a university language of instruction
- In addition to the official languages, take subjects from three of Groups B to F
- In addition to Group A, pass HG subjects from two of Groups B to F
- Meet the aggregate requirements of 950 (45%+) at one examination sitting.

#### b) Immigrants

The same requirements apply as for full-time candidates other than the language requirements where one official language of instruction of the higher education institution is required and another approved language can replace the second official language.

#### c) Part-time

#### Candidates

The same requirements apply as for full-time candidates except that two examination sittings are allowed.



*Detailed information about matriculation exemption requirements can be obtained from the Matriculation Board website (www.hesa-enrol.ac.za) or UWC's Student Administration Department*

### **3.2.2 Certificate of conditional exemption by virtue of a senior certificate issued by the Council**

The Committee of Principals shall issue a certificate of conditional exemption to a person who in an examination for the senior certificate of the Council –

- a) at one and the same sitting, or in the case of a part-time candidate, at the two permitted qualifying sittings for the examination, sat examinations in not less than six subjects chosen in accordance with -
  - the provisions of paragraph 3.a; or
  - in the case of an immigrant, the provisions of paragraph 3.a read with paragraph 4; and
- b) passed at least five subjects; and
- c) obtained the minimum aggregate of 950 marks; and
- d) lacks only one of the following requirements for a senior certificate with a matriculation endorsement:
  - a pass in one of the languages required by paragraph 3.c or 4.b or 19.b or
  - a pass in a subject which means that the grouping requirement of paragraph 3.c is not met including a case where a candidate offered only three groups; or
  - a pass in Mathematics or a natural science subject required by the proviso to paragraph any one of provisos xi, xii, xiii, or xiv to paragraph 3.a.II read in conjunction with 3.c.IV; or
  - a pass in one of the two subjects on the Higher Grade required by paragraph 3.c.IV; or
  - a 20 per cent subminimum in the sixth subject:

Provided that where a failure in a single subject results in the candidate having to satisfy more than one of these requirements, a certificate of conditional exemption shall be issued.

### **3.2.3 Certificate of conditional exemption by virtue of mature age**

Subject to paragraphs 32.2, 32.4 and 38, the Committee of Principals shall issue a certificate of conditional exemption to the registrar of a South African university on behalf of a person who submits a statement from the senate of the university specifically stating that the applicant may in the opinion of the senate reasonably be expected to complete the curriculum: Provided that the applicant has –

- a) attained the age of 23 years before or during the year in which the applicant wishes to enrol at a South African university for a bachelor's degree with a minimum prescribed

full-time duration of three years, for which a matriculation endorsement or a certificate of exemption is a prerequisite; and

- b) before 31 March of the year for which a certificate of conditional exemption is required, passed with at least 40 per cent in at least four Higher Grade or Standard Grade subjects, at least three of which shall have been passed simultaneously and one of which shall be a recognised subject on the Higher Grade: Provided that -
- an official language Second Language Higher Grade subject shall only be recognised as a Higher Grade subject if at least 40 per cent is obtained; and
  - other subjects may be recognised for the purpose of this subparagraph, or that a certificate of conditional exemption may be issued in terms of this subparagraph to a person whose general educational qualifications satisfy the Committee of Principals.
- c) Subject to paragraphs 30.1, 32.2, 32.4 and 38, the Committee of Principals shall, regardless of the applicant's educational qualifications, issue a certificate of conditional exemption to the registrar of a South African university on behalf of a person who submits a statement from the senate of the university specifically stating that the applicant may in the opinion of the senate reasonably be expected to complete the curriculum: Provided that the applicant attained the age of 45 years before or during the year in which the applicant wishes to enrol at a South African university for a bachelor's degree with a minimum prescribed full-time duration of three years.

#### **3.2.4 Certificate of complete exemption by virtue of post-school qualifications**

The Committee of Principals shall issue a certificate of complete exemption to a person who has obtained -

- a) a senior certificate issued by the Council or any of the examining institutions previously recognised for this purpose by the Matriculation Board for matriculation exemption, or any other qualification approved by the Committee of Principals; and
- b) a diploma approved by the Committee of Principals, from a university or technikon, with a minimum prescribed full-time post-school duration of two years; or
- c) one of the following diplomas approved by the Committee of Principals, with a minimum prescribed fulltime post-school duration of study of three years:
- teachers' diploma obtained from a South African teachers' training college;
  - nursing diploma obtained from a South African nursing college in terms of a co-operation agreement with a South African university; or
  - any other equivalent post-school qualification approved by the Committee of Principals.
- d) The Committee of Principals shall date a certificate of complete exemption

issued in terms of subparagraph 1 with effect from the first day of the month following the date of completion of the approved diploma: Provided that if the university where the candidate intends to register for degree purposes is prepared to grant exemption from degree

instructional offerings by virtue of instructional offerings passed towards completion of such diploma, such university may apply on behalf of the candidate to antedate the certificate of complete exemption and the Committee of Principals may antedate such certificate to the beginning of the year in which the first diploma instructional offerings were passed on the grounds of which the relevant university is prepared to grant exemption from degree instructional offerings in terms of the provisions of the Joint Statute.

#### **4. ALTERNATIVE ADMISSIONS ON THE BASIS OF SENATE'S DISCRETION**

##### **4.1 Alternative Access to Undergraduate Studies**

###### **4.1.1 Senate Discretionary Admissions**

A Matriculation Exemption is the conventional admission requirement for first-degree studies. However, there are alternative possibilities sanctioned by legislative authority. A certificate of conditional exemption may be issued to a person who, in the opinion of the Senate of a particular university has demonstrated, through an assessment and/or selection process approved by the Senate of that university, that he or she is a suitable candidate for bachelor degree studies. This conditional exemption is only applicable to the university that has applied for such exemption. Where the Senate of a university certifies that the holder of a certificate of conditional exemption issued in terms of this provision has completed one full year's credit of formal tuition, the Committee of University Principals shall issue a certificate of complete exemption to him/her, effective from the date on which the conditional exemption was issued.

This implies that, subject to the discretionary approval of Senate, this university may waive the requirement of full exemption and admit a student with a School Leaving Certificate, or a student without a School Leaving Certificate but with relevant prior learning, to degree studies. This university will continue to require the appropriate grades in specific modules that are the statutory requirements for admission to certain programmes of study, except in a case where a student can demonstrate ability equivalent to the required grade through a challenge test or the stipulated procedures for establishing prior learning.

Where a selection process is needed for a particular programme of study, the prerogative of selection rests with the programme committee of a faculty, or an equivalent structure. The Student Administration Department will refer each application that does not meet the conventional admission criteria to the faculty concerned for consideration. The following combinations may be used to select successful candidates:

- (a) good grades in any school subject that is regarded as relevant to the chosen course of study, for example good grades in languages where the student wishes to complete a B.A. with a major in a language;
- (b) an interview which affords the candidate an opportunity to demonstrate his or her academic potential (with predetermined criteria); or,
- (c) a validated academic literacy test (eg. NBT test) that can be used to ascertain a student's potential to succeed.

#### 4.1.2 **Recognition of Prior Learning (RPL): Students without a Senior Certificate**

The Senate of the University may consider granting access to students without a Senior Certificate, but with relevant work experience or prior learning, only if the Recognition of Prior Learning application procedures have been followed. Learners seeking entry to this university through RPL must apply to the RPL Office in the Division responsible for Lifelong Learning. The RPL Office will conduct an interview with applicants to ascertain if RPL is the appropriate access route and to provide advice about the most suitable RPL procedure(s), which could be one of the following:

- (a) centralised tests to ascertain academic potential;
- (b) a portfolio development course;
- (c) procedures developed by departments, schools or faculties; or
- (d) assessment of formal qualifications already attained.

A student who is not in possession of a Senior Certificate but has obtained additional qualifications through private and/or other education providers, may be admitted to a degree programme if it should be determined that his/her qualification is equivalent to (or higher than) a Senior Certificate.

#### 4.1.3 **Recognition of Prior Learning: Students without a Matriculation Exemption but with a Senior Certificate and other relevant qualifications.**

Students who have a Senior Certificate, but who do not have a Matriculation Exemption, may apply for admission to an undergraduate degree programme on the grounds of prior learning completed at other educational institutions. Senate may *consider* admitting applicants who have a Senior Certificate, as well as additional qualifications, such as one or two year certificates that may have been attained through accredited professional bodies or private education providers, for access to a degree programme. The recognition of such prior learning qualifies the applicants for admission to a degree programme but does not provide any credit towards the qualification (advanced standing). Senate would consider the following before admitting such applicants:

- a) status of the education provider with the South African Qualifications Authority (SAQA);
- b) curriculum content of the qualification;
- c) duration of the qualification;
- d) assessment methodology of the qualification; and
- e) NQF- credit value of the qualification.

If these certificates are acceptable to Senate, the Student Administration Department applies to the Matriculation Board for a conditional exemption on behalf of the student.

### **5. Admission of International Students**

International students who have completed or are completing their secondary education by means of the O and A (Principal) level system must have a combination of both O and A level

subjects in order to qualify for admission to an undergraduate degree programme. In order to be admitted to an undergraduate degree, prospective international students should have a pass in English, an additional language as well as a pass in Mathematics and a Science subject. A C-symbol or higher is regarded as an acceptable pass mark at the O level whilst an E-symbol or higher is regarded as an acceptable pass mark at an A (or Principal) level.

International students in possession of an O level qualification only may be considered for admission to an undergraduate diploma or a foundation course, unless they have attained the age of 23 in which case they would qualify for a degree programme by means of an exemption on the grounds of their age.

In addition to the above-mentioned general admission requirements, faculties may specify further requirements for admission to particular programmes and selections may be done on the basis of grades obtained in specific subjects. In instances where the A- or O-level system is not applicable, applications will be considered on merit by the faculties concerned.

All Universities are governed by the Higher Education South Africa (HESA) who determines whether international students are eligible for admission to South African Universities. Additional guidelines can be obtained from the HESA website [www.hesa-enrol.ac.za](http://www.hesa-enrol.ac.za)

## **6. ADMISSION TO POSTGRADUATE STUDIES.**

Postgraduate studies are normally further studies in a major subject area or sub-discipline of an undergraduate programme. However, some postgraduate study programmes are inter-disciplinary programmes with particular professional outcomes and have other requirements. The University offers honours, masters, doctoral, diploma and certificate programmes at postgraduate level.

### **6.1 Conventional Admission Requirements**

6.1.1 The conventional admission requirement for **postgraduate diplomas or certificates** is a bachelors degree or a M+3 qualification and at least three years relevant prior learning that the faculty concerned may consider to be equivalent to a bachelors degree.

6.1.2 The BEd(Honours) degree is the only **bachelors degree** that the University offers at a postgraduate level. The minimum entry requirements for the BEd (Honours) degree are a Bachelor's degree plus a Teachers Diploma and relevant experience or an M+4 qualification. Candidates who enroll for the BEd(Honours) degree must meet the requirements stipulated in the Norms and Standards for Educators.

6.1.3 The minimum entry requirement for **honours degrees** is a bachelors degree or an M+3 qualification that the faculty concerned may consider to be equivalent to a bachelors degree plus 3 years relevant prior learning.

6.1.4 A **masters degree** can be obtained by completion of a thesis or a structured programme that may include course work and a mini-thesis or research project. To be considered for admission to a masters degree a candidate must be in possession of:

- an honours degree, or a four year professional degree; **or**
- an advanced bachelors degree; **or**
- a M+4 qualification evaluated by the Faculty as equivalent to the aforementioned degrees plus 5 years relevant prior learning.

6.1.5 A **doctorate** is awarded on the basis of original research, carried out under the guidance of a supervisor. Candidates who are in possession of a Masters Degree or a qualification that the faculty concerned may consider to be equivalent to a Masters Degree, could be admitted to a doctoral programme.

## 6.2 **Admission to postgraduate studies in terms of Senate’s Discretion - Rule A.2.1.4**

Notwithstanding the above admission criteria, Senate may allow a candidate, who in its opinion has attained an appropriate level of competency, to honours, masters and doctoral studies. When an application is made in terms of Rule A.2.1.4, the approved guidelines should be followed. Admission remains the prerogative of Senate, and departments and faculties may not admit candidate(s) on their own authority. In order to determine whether an applicant’s academic status is equivalent to that of a graduate that would be admitted by the conventional admission route, and if the specific programme requirements have been met, the department concerned will be required to consider the level of previously attained qualifications, research competency, engagement with relevant subject matter through conference attendance or scholarly writing, completion of relevant courses or study programmes, relevant work experience and where appropriate, the applicant’s performance on a portfolio development course. The assessment will be done by an assessment panel that will forward a recommendation regarding the applicant’s admission to Senate *via* the relevant Faculty Board (see the university website or general calendar for more detail).

## 7. **RE-ADMISSION OF STUDENTS**

The Council, with the approval of the Senate of this university, may determine minimum criteria for students to continue with their studies. Such criteria may differ from faculty to faculty and from academic department to academic department in accordance with the demands of specific programmes. Unless Council, with the approval of Senate, specifically decides otherwise, the approved faculty rules for particular degrees, diplomas or certificates with regard to renewal of registration, shall apply (see the general calendar and faculty yearbooks or the university website for more information). Faculties are authorized by Council to oversee the management of re-admissions and faculties will annually submit reports to Senate for oversight.