



Policy: Admission and Selection	
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<p style="text-align: center;">UJ documents (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Academic Regulations; • Assessment Policy; • Language Policy; • MOUs entered into with other institutions; • Policy on Experiential Learning; • Policy on Higher Degrees and Postgraduate Studies; • Policy on Internationalisation; • Policy on People with Disabilities; 	<p style="text-align: center;">Other (e.g. Legislation, DoE and HEQC directives and guidelines)</p> <ul style="list-style-type: none"> • Higher Education Act (Act 101 of 1997); • Statute of the University of Johannesburg: No 749, Government Gazette No 35192, 27 August 2010 amended by No 259, Government Gazette No 33492, 30 March 2012; • National Qualifications Framework Act (Act 67 of 2008); • Ministry of Education: National Plan for Higher Education in

<ul style="list-style-type: none"> • <i>Policy on Quality Management;</i> • <i>Policy on Recognition of Prior Learning;</i> • <i>Policy on Senate Discretionary Admissions;</i> • <i>Programme Policy;</i> • <i>Rules and Regulations of faculties;</i> • <i>Teaching and Learning Policy;</i> • <i>UJ Code of Academic and Research Ethics;</i> • <i>UJ Enrolment Management Plan;</i> • <i>UJ Programme Review Manual.</i> 	<p><i>South Africa: February 2001;</i></p> <ul style="list-style-type: none"> • <i>Minimum Admission Requirements: Vol 482, Government Gazette No 27961, 26 August 2005;</i> • <i>Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC): GN No 751 No 31231, Government Gazette, 11 July 2008.;</i> • <i>Minimum Admission Requirements for Higher Certificate, Diploma and Degree Programmes requiring a National Certificate (Vocational) (NCV): GN No 533, Government Gazette, No 32743, 26 November 2009;</i> • <i>Matriculation endorsement and exemption requirements for admission to bachelor's degree studies on the basis of the senior certificate and foreign qualifications: GN No 1317, Government Gazette No 31674, 5 December 2008;</i> • <i>Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualification Sub-</i>
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	<p>framework of the National Qualifications Framework: GN No 658, Government Gazette No 37965, 2 September 2014;</p> <ul style="list-style-type: none"> • Department of Basic Education: National Education Policy Act, 1996 (ACTNo.27 of 1996). Approval of the Amended Senior Certificate Qualification for out of school learners as stipulated in the policy document, A Resume of subject for the Senior Certificate, Report 550: GN No 1056, Government Gazette, No 28159, 25 October 2005; • Ministry of Higher Education and Training: Higher Education Qualifications Framework: GN No 928, Government Gazette, No 30353, 5 October 2007; • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation, November, 2004; • Immigration Act (Act 13 of 2002); • Promotion of Access to Information Act (Act 2 of 2000); • Promotion of Administrative Justice Act (Act 3 of 2000); • Committee of Technikon Principals(CTP) Guidelines; • Regulations made under the
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	<p><i>aforesaid Acts.</i></p> <ul style="list-style-type: none"> • <i>Act No. 4 of 2013 – Protection of Personal Information Act, 2013(No 37067 Government Gazette, 26 November 2013)</i> • <i>Minimum admission requirements for higher certificate, diploma and degree programmes requiring a senior certificate (amended): GN No 165, Government Gazette, No 41473, 02 March 2018.</i>
<p><i>Stakeholders affected by this document (units and divisions that should be familiar with it):</i></p>	<ul style="list-style-type: none"> • <i>Academic Development and Support;</i> • <i>Academic Support Centre;</i> • <i>Advancement;</i> • <i>Central Academic Administration;</i> • <i>Corporate Governance;</i> • <i>Faculties;</i> • <i>Internationalisation;</i> • <i>Office for People with Disabilities;</i> • <i>Postgraduate Centre;</i> • <i>Student Enrolment Centre;</i> • <i>Student Representative Council;</i> • <i>Centre for Psychological Services and Career Development (PsyCaD).</i>
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1 PREAMBLE

In pursuit of its vision of being an international university of choice, anchored in Africa, dynamically shaping the future, the University of Johannesburg (the University) is committed to the sustained excellence of its academic programmes. Subject to its power to determine admission requirements for the particular programmes it offers, the University provides a uniform framework for the admission and selection process, across all faculties, departments and campuses, which is fair, clear and explicit, and supports, where practically possible, broad and diverse access for those with the potential to benefit from higher education.

2 PURPOSE

The purpose of this Policy is to record and publish the policy of the University in respect of admission as required by Section 37(1) of the Higher Education Act 101 of 1997. It also deals with related matters that the University may determine in terms of Section 37(4) of the aforesaid Act. It creates a framework for determining admission requirements and selection procedures for holders of qualifications that provide them with entrance to the range of qualifications offered by the University.

3 SCOPE

- 3.1 This Policy covers the selection and admission of students to the University and related matters with regard to principles, procedures (processes) and practices.
- 3.2 The Policy applies to all subsidised, CEP whole programmes and online programmes offered by all faculties and academic departments across all campuses of the University.

4 DEFINITIONS AND ABBREVIATIONS

- 4.1 Abbreviations

APS	Admissions Point Score
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BTech	Baccalaureus Technologiae
CEP	Continuing Education Programme
DHET	Department of Higher Education and Training
HEI	Higher Education Institution
HESA	Higher Education South Africa
HEQC	Higher Education Quality Committee
NASCA	National Senior Certificate for Adults
NCV	National Certificate Vocational
NQF	National Qualification Framework
NSC	National Senior Certificate
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SC	Senior Certificate
SC(A)	Amended Senior Certificate

4.2 For the purpose of this Policy, unless otherwise stated or the context otherwise indicates, the following definitions apply:

Amended Senior Certificate (SC(A))	<p>A certificate issued to learners with incomplete Senior Certificate credits, as well as adult learners of 21 years and older, after having obtained approved Senior Certificate subject credits. The Amended Senior Certificate retains its qualification structure but utilises the National Curriculum Statement (NCS) subjects to support the qualification.</p> <p>As of 2 March 2018, SC(A) is endorsed with minimum admission requirements for entry into higher certificate, diploma and bachelor's degree programmes.</p>
(Unconditionally) Admitted	Permitted to register for a particular programme for a particular academic year during the period that has been approved for such registration, after complying with the applicable registration requirements.
Admission Test	The use of psychometric or cognitive or competency based instruments to predict the ability to complete a chosen/selected programme successfully within higher education studies and used for admissions purposes.
Applicant	A person who applies to register for a whole programme offered by the University for a particular academic year if he or she was not registered for that particular programme at

	the University at the end of the academic year immediately preceding that particular academic year.
Continuing Education Programmes (CEP)	Short learning and whole programmes that receive no state funding. These programmes are Senate approved and whole programmes are quality assured by the Council for Higher Education.
Conditionally admitted	Admitted on the ground of final Grade 11 or equivalent results for a particular programme for a particular academic year subject to maintaining Grade 12 or equivalent performance at a similar or higher level to Grade 11 or equivalent results and meeting fully all the minimum requirements for the programme, including the correct diploma or degree endorsement when obtaining the NSC or equivalent qualification before commencement of the registration period approved for the programme for the particular academic year.
Extended Curriculum Programme	An extended first undergraduate degree, diploma or certification programme that incorporates substantial foundational provision that is additional to the coursework prescribed for the regular programme. The foundational provision must be at a higher education level.
International qualification	A qualification acquired from an institution outside the borders of the Republic of South Africa or one offered by an international institution in South Africa with an international registration.
National Certificate (Vocational) (NC(V))	A designated variant of the National Certificate at level 4 of the NQF. It is an exit-level qualification with a vocational or occupational orientation that is offered through Technical Vocational Education and Training (TVET) colleges. Depending on the level of achievement, it may allow access to higher education studies.
National Senior Certificate (NSC)	A designated variant of the National Certificate which is at level 4 on the NQF. It is an exit-level qualification with an academic orientation usually completed at the end of general schooling (Grade 12). Depending on the level of achievement, it may allow access to higher education studies

National Senior Certificate for Adults (NASCA)	A National Certificate at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework. It is registered as a 120-credit qualification. The outcomes of the qualification are further defined in the curriculum. The four subjects required for certification have equal weighting of 30 credits each.
Placement test	A test to determine applicant's skill and competency levels, aptitudes, academic preparedness and abilities for purposes of placement in an appropriate Senate-approved programme that matches the applicant's skill and competency levels, aptitudes, academic preparedness and abilities, having followed a Senate-approved placement procedure.
Policy	The Policy on Admissions and Selection.
Provisionally selected	Selected on the basis that a decision on whether an applicant will be finally accepted or not will be made when it appears that there are study spaces available for the programme for which the applicant has been provisionally selected, having regard to the number of students that had already been admitted to it. For admission, the applicant needs to meet fully all the admission requirements of the programme, including compliance with the applicable diploma or degree endorsement reflected on the final Grade 12 results. The available study spaces (if any) may be filled by ranking prospective students who had been provisionally selected in accordance with their academic performance, having regard to all information and documentation available to the University that can assist in the assessment of an applicant's academic abilities and potential.
Programme	A purposeful and structured set of learning experiences leading to a qualification comprising an ordered group of credit-bearing modules set at particular NQF levels. In an outcomes-based system, programmes are designed to enable students to achieve predetermined exit-level outcomes.
Qualification	The formal recognition and certification of learning outcomes

	by an accredited provider as reflected in the degrees that the provider confers, and the diplomas and certificates it awards, in respect of subsidised or non-subsidised academic programmes.
Recognition of Prior Learning (RPL)	RPL refers to the comparison of previous learning and experience of a prospective student, “howsoever obtained, against the learning outcomes required for a specified qualification, and the acceptance of such learning for purposes of qualification of that which meets the requirements” (SAQA Regulation 452, No. 18787, March 1998:5).
Register	Enrolling as a student in a particular programme for a particular academic year/intake by entering the name of the student formally in the register kept by the University for such students.
Registration requirements	Requirements with which an applicant must comply before he or she may be registered as a student.
Senior Certificate (SC)	A final exit-level school-leaving certificate for school learners (i.e. at the end of Grade 12) – registered at Level 4 on the NQF that was phased out as from 2007
Subsidised Programme	An approved, funded, registered and accredited structured programme that leads to the award of a qualification.
Transfer student	Despite its technical meaning in other contexts, an applicant who had previously registered for any programme of the University other than the one to which admission is sought, or an applicant who had previously registered at another institution for any programme.
University	The University of Johannesburg.

5 PRINCIPLES

- 5.1 This Policy is based on legislation and prescriptions of the national Department of Higher Education and Training (DHET) and other relevant bodies in respect of admission to higher education institutions (HEIs) and supports the rules, regulations, procedures

(processes) and practices of the University and its faculties.

- 5.2 The University makes provision for alternative routes of access, including recognition of prior learning (RPL), senate discretionary admission and admission to extended curriculum programmes.
- 5.3 The Policy takes into account the need to redress past inequalities, aims to provide for equity, quality and academic excellence at the University and is designed to optimise the success of students registered at the University.
- 5.4 Within the confines of the specified admission procedures and selection criteria, the University is committed to ensuring that no potential student receives prejudicial treatment on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth, or is disadvantaged by requirements, the attitudes of peers and employees or behaviour that cannot be seen as reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom.
- 5.5 An applicant who meets the minimum admission requirements for a particular programme offered by the University does not thereby automatically gain a right of admission to the programme. The applicant must comply with the rules, regulations, policies and procedures (processes) of the University to gain admission to the programme and may be denied admission on the ground of, amongst others:
- (a) Limitation (capping) of student numbers by the Ministry of Higher Education and Training;
 - (b) The approved Enrolment Management Plan of the University and enrolment caps in respect of particular programmes determined when putting it into operation;
 - (c) The physical and human capacity of the University (e.g. human resources of the University, its physical infrastructure in respect of lecture venues, laboratories, etc);
 - (d) Limitation (capping) of student numbers and additional requirements determined by professional bodies;

- (e) Faculty and departmental requirements, approved by Senate and contained in Faculty Rules and Regulations.

6 FRAMEWORK FOR DETERMINING THE NUMBER OF STUDENTS WHO MAY BE ADMITTED FOR A PARTICULAR PROGRAMME

- 6.1 An Enrolment Management Plan is approved by Senate yearly, which provides for the number of students that the University plans to enroll in each of its faculties the following academic year. The number of students that is planned to be enrolled in a particular faculty constitutes both a target and a cap for enrolment in that particular faculty for the particular academic year.
- 6.2 Each faculty puts the Enrolment Management Plan into operation by, amongst others, determining the number of students it intends to enroll in each of the programmes it offers within the faculty's enrolment cap, having regard to the resources available to it to provide excellence in teaching and learning in respect of the particular programme. The number of students the faculty concerned plans to enroll in each programme, constitutes both a target and cap for enrolment for that particular programme for the particular academic year. Operational and practical considerations may require a revision of caps and targets from time to time and may result in Faculties not offering certain programmes in a particular year.

7 ADMISSION REQUIREMENTS

- 7.1 Admission requirements for a particular programme of the University are determined on three levels.
 - 7.1.1 On a national level, bodies and structures outside the University determine requirements for admission to higher education institutions for the holders of certain qualifications and may exempt individuals who do not hold such qualifications from meeting these requirements upon certain prescribed grounds. Examples of qualifications for which requirements for admission to higher education institutions have been so determined are the Senior Certificate (SC) (learners who completed Grade 12 before 2008), National Senior Certificate (NSC) (learners who completed Grade 12 since 2008), Amended

National Certificate (SC(A)) (learners who supplemented incomplete SC credits, as well as adult learners of 21 years and older), National Senior Certificate for Adults (NASCA) and National Certificate Vocational (NCV). Examples of grounds upon which individuals may be exempted from complying with these requirements for admission to higher education institutions are mature age, the completion of certain post-school qualifications and the completion of certain approved foreign qualifications. These requirements constitute legal requirements with which the University must comply when registering students.

7.1.2 Senate approves admission requirements for programmes offered by the University in two ways:

(a) It determines minimum admission requirements for all qualifications awarded by the University and may determine generic admission requirements for qualifications offered on particular NQF levels, for example undergraduate qualifications, undergraduate professional qualifications, honours/BTech qualifications, master's qualifications and doctoral qualifications, and under the new NQF, undergraduate qualifications, higher certificates, advanced certificates, advanced diplomas, bachelor degrees, honours degrees, postgraduate diplomas, master's degrees and doctoral degrees. These admission requirements are contained in the Academic Regulations of the University.

(b) Senate approves admission requirements determined by faculties in respect of the particular programmes they offer. These admission requirements are included in the Rules and Regulations of the faculty concerned.

7.1.3 Admission requirements are included in the submissions to DHET and the Higher Education Quality Committee (HEQC) for the accreditation of programmes introduced after 2009.

7.1.4 Collectively, the requirements determined on the three levels stated above constitute the admission requirements for a particular programme.

7.1.5 Admission requirements may include the following:

- (a) possession of a particular qualification (e.g. the SC or NSC for undergraduate programmes or a particular undergraduate qualification for a postgraduate qualification);
- (b) scholastic achievements (e.g. M-score (SC), in respect of applicants who matriculated prior to 2008, or APS (NSC), in respect of applicants who matriculated in 2008 or thereafter), the achievement of a certain level or standard of performance in other academic programmes, language requirements and faculty- and programme-specific requirements;
- (c) admission and placement tests;
- (d) personal interviews;
- (e) biographical information;
- (f) portfolios of evidence;
- (g) Recognition of Prior Learning (RPL);
- (h) South African Qualifications Authority (SAQA) or Higher Education South Africa (HESA) certification of equivalence;
- (i) special provisions for transfer students;
- (j) compliance with statutory requirements, e.g. in the case of international students.

7.1.6 Admission requirements are designed to accommodate different types of programmes that:

- (a) facilitate the education of students so that they realize their highest educational potential in order to contribute to the social, cultural and economic development of South Africa, having regard to the country's skills needs and scarcity;
- (b) are comparable with international qualification frameworks;
- (c) assist students to identify suitable options and potential routes of progression in the

admission and selection process.

- 7.1.7 The UJ admission score table that is used when considering applications for admission and selecting students is approved by Senate and constitutes Appendix 1 to this Policy.

8 RE-ADMISSION

Students who have been registered for a programme offered by the University must reregister annually/per intake until they complete the programme. A student may be deregistered and refused permission to reregister on the ground of poor academic performance. The standards of academic performance required from students to permit them to reregister appear from the Academic Regulations and Faculty Rules and Regulations. It is not required to issue warnings to students to improve their academic performance before deregistering them or refusing them permission to reregister on the ground of poor academic performance, but if such warnings are issued, students can thereafter be deregistered or refused permission to reregister if they fail to meet the conditions attached to the warning.

9 FRAMEWORK FOR APPLICATIONS FOR ADMISSION AND MANNER OF SELECTION OF STUDENTS

- 9.1 Persons who wish to register for a whole programme offered by the University for a particular academic year/intake must apply for admission to that programme before the relevant closing date if they were not registered for that particular programme at the end of the academic year immediately preceding that particular academic year. These applicants must submit their applications in the prescribed format by no later than the application closing dates and must pay the required non-refundable application fee in advance if applicable. Closing dates and applicable fees are determined annually. Different programmes may have different closing dates. Different closing dates and application fees may be determined for particular categories of applicants, for example, applicants who are not resident in South Africa and top achievers. Details of closing dates and application fees are published on the University's website.

- 9.2 Applicants are required to submit all relevant and required information and/or

documentation to enable their applications to be considered. The University may postpone any decision in respect of an application until all the relevant and/or required documentation has been submitted to it.

- 9.3 Applicants requiring special support measures are responsible for disclosing the nature of their special needs at the time of application. Such information must also be declared to relevant Professional Boards (where applicable).
- 9.4 The admission of students to postgraduate and whole CEP programmes and their selection take place in accordance with the Academic Regulations, Faculty Rules and Regulations and the relevant submission to Senate when they are approved. The *Policy on Higher Degrees and Postgraduate Studies* deals separately with applications for, and selection in respect of, Master's and doctoral programmes. The provisions below in this paragraph (par 9) deal with applications for, and selections in respect of, undergraduate whole programmes offered by the University.
- 9.5 The University considers applications for admission of applicants who have already completed Grade 12 or an equivalent qualification as well as of applicants who would sit for their final Grade 12 or equivalent examinations before the commencement of the academic year/intake for which they apply for admission. In the case of applicants who are yet to sit for their final Grade 12 or equivalent examinations, their applications are considered on the basis of their final Grade 11 (or equivalent) results.
- 9.6 Applicants who meet the admission requirements for a programme (including applicants who meet the admission requirements on the ground of their final Grade 11 results) may be –
- (a) admitted (unconditionally or conditionally, as the case may be);
 - (b) provisionally selected; or
 - (c) refused admission (not admitted) on a justifiable ground, for example that the programme is oversubscribed.
- 9.7 The decision whether or not to admit an applicant (unconditionally or conditionally) or select him or her provisionally for a particular programme, is informed by the following

criteria which may result in selection criteria being set higher than the admission requirements for the particular programme –

- (a) the admission requirements of the programme;
- (b) the demonstrated past academic performance of an applicant;
- (c) the number of study spaces available in the particular programme as determined by the enrolment cap in respect of the programme;
- (d) the aim to allocate the available study spaces in a programme to the applicants who, on the basis of academic performance and any other evidence of potential as required by the curriculum and professional requirements of the qualification, have demonstrated to the University the best potential to successfully complete the programme, nevertheless having regard to appropriate measures to recognize the academic merit of an applicant in order to redress past inequalities.

9.8 The University may provisionally select an applicant at any time during the period that applications for admission are being considered. The provisional selection of an applicant to a programme does not detract from the University's right to thereafter admit (unconditionally or conditionally) other applicants to the programme who, in the view of the University, have demonstrated to it better potential to successfully complete the programme concerned than those who had been provisionally selected for it.

9.9 Applicants who have been admitted for a particular programme for an academic year/intake may register for the programme to which they were admitted during the registration period that has been approved for such registration, after complying with the applicable registration requirements. Study spaces that are not taken up during the applicable approved registration period by admitted students may be offered to other applicants. Consequently, students who had been admitted to a programme and failed to take up their spaces during the applicable approved registration period, will only be permitted to register for the programme before the final date allowed for registration if there remain study spaces available for them.

9.10 Conditional admission is restricted to applicants who would sit for their final Grade 12 or

equivalent examinations before the commencement of the academic year/intake for which they apply for admission. To gain (unconditional) admission, applicants are required to meet fully all the minimum admission requirements of the programme when obtaining the NSC or equivalent qualification including the correct certificate, diploma or degree endorsement (having obtained the correct exemptions), and maintain their Grade 12 performance at a similar or higher level to their Grade 11 results on the basis of which they were conditionally admitted. When applicants do not maintain their Grade 12 performance at a similar or higher level to their Grade 11 results on the basis of which they were conditionally admitted, the University may award them an admission status of “provisionally selected” or “not admitted” depending on the enrolment cap of the programme to which they were conditionally admitted and the performance of other applicants who compete for spaces in the relevant programme.

9.11 When an applicant is provisionally selected, a decision on whether the applicant will be finally accepted or not will be made when it appears that there are study spaces available for the programme for which the applicant has been provisionally selected having regard to the number of students that have already been admitted to it. The University will endeavour to make a final decision as soon as is practically possible having regard to the enrolment cap applicable to the programme, but it may normally only be possible to do so during or immediately after the registration period determined for the programme. For admission, the applicant needs to meet fully all the minimum admission requirements for the programme, including the correct certificate, diploma or degree endorsement on the NSC or equivalent qualification. The available study spaces (if any) may be filled by ranking prospective students who have been selected provisionally in accordance with their academic performance, having regard to all information and documentation available to the University that can assist in the assessment of an applicant’s academic abilities and potential. These include the results achieved by an applicant in the NSC and/or in any other qualification for which the applicant registered at the University or elsewhere. For example, where applicants compete for places on the basis of their NSC results, applicants with the highest APS, applicable Grade 12 subject scores and correct endorsement, will receive priority in the allocation of the available spaces. This means that compliance with the minimum admission requirements will not necessarily guarantee a study space at UJ for applicants who are provisionally selected.

9.12 Applicants may be denied admission (i.e. not admitted) to a particular programme based

on one or more reasons, including that they do not meet the minimum admission requirements of the programmes or the particular programme has been oversubscribed having regard to the enrolment cap for the programme.

9.13 Consequently, in putting the Enrolment Management Plan into operation in respect of a particular programme and allocating the available study spaces to the applicants who have demonstrated to the University the best potential to successfully complete the programme, applicants who comply with the minimum admission requirements of the programme (including applicants who meet the minimum admission requirements on the ground of their Grade 12 results) may be provisionally selected for the programme, or may be neither provisionally selected for, nor admitted (conditionally or unconditionally) to, the programme.

9.14 The academic performance of applicants who had previously registered for any programme at the University or at another institution may be considered when deciding upon the applicant's selection for and admission to the programme to which they seek admission. Such applicants may be admitted, provisionally selected or not admitted based on their academic performance.

10 TRANSFER STUDENTS

The admission of transfer students to any year of study of a programme is subject to the applicant showing satisfactory academic performance in any programme for which the applicant had registered previously at the University or another institution. The criteria which the University may apply when considering satisfactory academic performance in this regard include:

- (a) the performance of transfer students measured against the rules of the programmes for which they had been previously registered;
- (b) transfer students having obtained a minimum average mark in the programmes for which they had previously been registered as required by the faculty in respect of the programme to which they seek admission;
- (c) the performance of the transfer students measured against the rules applicable to the programmes to which they seek admission.

11 LANGUAGE OF TEACHING AND LEARNING

The language of teaching and learning is English. Certain programmes and modules are also offered in Afrikaans.

12 GENERAL

- 12.1 Admission for international applicants is subject to meeting the compliance requirements as stipulated by the Immigration Act No 13 of 2002, the regulations made thereunder and the University's policy. Admission and registration requirements may be determined which apply specifically to applicants who are not resident in South Africa or have an international qualification.
- 12.2 Operationally, the responsibility and tasks relating to the selection and admission of applicants are shared by the faculties, central academic administration and international office, with the Executive Dean of the faculty concerned having the final decision in respect of applications and selections.
- 12.3 An applicant who has applied for admission to a particular programme and satisfies the minimum admission requirements, but who has been refused admission, may request written reasons for such refusal from the Executive Dean concerned.
- 12.4 The University has the right to revoke or amend the admission status of an applicant, and cancel or refuse the registration of an applicant or student who provided incorrect information and documentation material to an application for admission or re-admission, or who omitted to provide information or documentation material to an application for admission or re-admission.
- 12.5 Applicants who are admitted to a programme for a particular academic year/intake and students who are permitted to re-register in a particular academic year for a programme for which they were registered at the end of the previous academic year, must register annually in accordance with the approved academic calendar, provided that the University has the right to move the final dates for registration for a particular programme

forward to remain within its overall or programme enrolment caps.

- 12.6 No notice regarding an applicant's admission status is official and binding on the University unless it has been sent by e-mail to an applicant from the University's server or uploaded by the University to the online Student Portal application status page (<https://student.uj.ac.za/status.aspx>).

13 PUBLICATION OF INFORMATION

This policy, as well as the University's Academic Regulations and the faculties' rules and regulations, are in the public domain and are published on the University's website.

14 POLICY REVIEW

This policy will be reviewed on an annual basis.

Appendix 1

ADMISSION SCORE TABLE

APS	NATIONAL			INTERNATIONAL										
	<u>NSC (IEB/SACAI)</u>	SC HG (M-SCORE)	SC SG (M-SCORE)	HIGCSE/NSSC (HL)	IGCSE/NSSC (OL)	AS LEVELS	A LEVELS	IB (HL)	IB (SL)	WAEC	KCSE	Diplome/Exam D'Etat	CHL/EM	Baccalaureate
10							A	7						
9							B	6						
8							C	5						
7	7 (80-100%)	A		1		A	D	4	7		A			
6	6 (70-79%)	B	A	2		B	E	3	6		B			
5	5 (60-69%)	C	B	3	A	C		2	5	A	C	80-100%	16-20	16-20
4	4 (50-59%)	D	C	4	B	D		1	4	B	D	70-79%	14-15	14-15
3	3 (40-49%)	E	D		C	E			3	C	E	50-69%	10-13	10-13
2	2 (30-39%)	F	E		D/E				2	D/E	F	30-49%	8-9	8-9
1	1 (0-29%)	G	F		F/G				1	F/G	G	0-29%	0-7	0-7

ABBREVIATIONS

NSC	National Senior Certificate (completed Grade 12 in and after 2008)
SC HG	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG	Senior Certificate Standard Grade (completed

	Grade 12 before 2008)
IEB	Independent Examination Board
SACAI	South African Comprehensive Assessment Institute
HIGCSE	Higher International General Certificate of Secondary Education
NSSC(HL)	Namibia Senior Secondary Certificate (Higher Level)
IGCSE	International General Certificate of Secondary Education
NSSC(OL)	Namibia Senior Secondary Certificate (Ordinary Level)
AS	Advanced Subsidiary Level
A Level	Advanced Level
IB	International Baccalaureate Schools (Higher Levels)
IB	International Baccalaureate Schools (Standard Levels)
WAEC:	West Examination Council
KCSE	Kenya Certificate of Secondary Education
Diplome/Exam D'Etat	Diplome d'Etat or d'Etudes Secondaire du Cycle
CHL/EM	Certificado de Habilitacoes Literarias (Mozambique) / Ensino Medio (Angola)
Baccalaureat	Gabonese School Leaving

Senate approved on 15 November 2018.