



Admission and Selection Policy

<i>Admission and Selection Policy</i>	
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<i>Related documents</i>	
<p style="text-align: center;"><i>UJ documents</i> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • <i>Academic Regulations;</i> • <i>Assessment Policy;</i> • <i>Language Policy;</i> • <i>MOUs entered into with other institutions;</i> • <i>Policy on Experiential Learning;</i> • <i>Higher Degrees Policy;</i> • <i>Higher Degrees Administration: Structures and Processes;</i> 	<p style="text-align: center;"><i>Other</i> (e.g. Legislation, DoE, HEQC and HEQSF directives, Guidelines)</p> <ul style="list-style-type: none"> • <i>Higher Education Act 101 of 1997;</i> • <i>Institutional Statute of the University of Johannesburg Government Notice No. 993 of 19 July 2019 published in Government Gazette No. 42584;</i> • <i>National Qualifications Framework Act (Act 67 of 2008);</i>

<ul style="list-style-type: none"> • <i>Policy on Internationalisation;</i> • <i>Policy on People with Disabilities;</i> • <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>Registration Policy;</i> • <i>Rules and Regulations of Faculties;</i> • <i>Standard Operating Procedure: Senate Discretionary Conditional Exemption;</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> 	<ul style="list-style-type: none"> • <i>Ministry of Education: National Plan for Higher Education in South Africa: February 2001;</i> • <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. Alternatively, a Higher Certificate or an Advanced Certificate or Diploma in a cognate field may satisfy the minimum admission requirements;</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; alternatively, a Higher Certificate or an Advanced Certificate or Diploma in a cognate field may satisfy the minimum admission requirements;</i> • <i>Matriculation endorsement and exemption requirements for</i>
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	<p>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;</p> <ul style="list-style-type: none"> • Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualification Sub-framework of the National Qualifications Framework: GN No. 658, Government Gazette No. 37965, 2 September 2014; • 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;
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	<ul style="list-style-type: none">• <i>Immigration Act (Act 13 of 2002);</i>• <i>Promotion of Access to Information Act (Act 2 of 2000);</i>• <i>Promotion of Administrative Justice Act (Act 3 of 2000);</i>• <i>Committee of Technikon Principals (CTP) Guidelines;</i>• <i>Regulations made under the aforesaid Acts.</i>• <i>Act No. 4 of 2013 – Protection of Personal Information Act, 2013 (No. 37067 Government Gazette, 26 November 2013)</i>• Minimum admission requirements for Higher Certificate, Diploma and Degree Programmes requiring a senior certificate (amended): GN No. 165, Government Gazette, No. 41473, 2 March 2018.• There are thus two sets of minimum requirements for entry into Degree Programmes of study namely:<ul style="list-style-type: none">➤ For direct entry, the minimum requirements set out in the 2008 (NSC) or 2009 (NCV) regulations, or the alternative access routes provided for by the 2008 Matriculation regulations; or
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	<ul style="list-style-type: none"> ➤ For entry via progression, the achievement of a Higher Certificate registered on the HEQSF, an Advanced Certificate or a Diploma in a cognate field. • These HEQSF provisions relate to Higher Certificates accredited by the Council on Higher Education (CHE) and registered on the NQF
<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>Colleges</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>
<p><i>Website address of this document:</i></p>	<p><i>Intranet and Internet</i></p>

CONTEXT

1. PREAMBLE	7
2. PURPOSE.....	7
3. SCOPE	7
4. DEFINITIONS AND ABBREVIATIONS.....	8
5. PRINCIPLES.....	13
6. FRAMEWORK FOR DETERMINING THE NUMBER OF STUDENTS WHO MAY BE ADMITTED FOR A FORMAL, SUBSIDISED PROGRAMME	15
7. ADMISSION REQUIREMENTS	15
8. FRAMEWORK FOR ADMISSION AND SELECTION OF APPLICANTS.....	22
9. RE-ADMISSION.....	27
10. TRANSFER STUDENTS	27
11. LANGUAGE OF TEACHING AND LEARNING.....	28
12. GENERAL.....	28
13. PUBLICATION OF INFORMATION.....	29
14. POLICY REVIEW	29
Appendix 1:.....	30

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

4. DEFINITIONS AND ABBREVIATIONS

4.1 Abbreviations

APS	Admissions Point Score
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
HEQSF	Higher Education Qualification Sub-Framework
IEB	Independent Examination Board
NASCA	National Senior Certificate for Adults
NCV	National Certificate Vocational
NQF	National Qualifications Framework
NSC	National Senior Certificate
PsyCaD	Centre for Psychological Services and Career Development
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SC	Senior Certificate
SC(A)	Amended Senior Certificate
SDA	Senate Discretionary Admission
USAf	Universities South Africa Forum

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))	A certificate issued to learners with incomplete Senior Certificate credits, as well as adult learners of 23 years and older, after having obtained approved Senior Certificate subject credits. The Amended Senior Certificate (SC(A)) retains its qualification structure but utilises the National Curriculum Statement (NCS) subjects to support the
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	qualification. As of 2 March 2018, SC(A) is endorsed with minimum admission requirements for entry into higher certificate, diploma and bachelor's degree programmes.
Admitted	An applicant to whom an admitted status has been awarded by the University, is permitted to register for a particular programme for a particular academic year/intake 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 applicant's ability to complete a chosen/selected programme successfully within higher education studies and used for admission purposes.
Applicant	A person who applies to register for a particular programme offered by the University for a particular academic year/intake if he or she had not been registered for that particular programme at the University at the end of the academic year/intake immediately preceding that particular academic year/intake.
Articulation	Progression from a completed qualification to another in a defined pathway.
Certificate of complete exemption	A certificate issued, admitting a candidate to bachelor's degree study at a South African university without any conditions or limitations;
Certificate of conditional exemption	A certificate issued, admitting a candidate to bachelor's degree study at a South African university, subject so specified conditions and for a specified period.
Endorsement	The effecting of an endorsement by the Council that a senior certificate candidate has satisfied the requirements for matriculation endorsement in terms of the provisions of section 7(1)(d) of the Act (Higher Education Act 101 of 1997).
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.
Faculty	Refers to the primary academic structure for a planned cluster of academic learning and research programmes and qualifications, its

	substructures as approved by Council and the employees who perform functions in the academic structure. This includes the College of Business and Economics.
International Qualification	A qualification acquired from an institution outside the borders of the Republic of South Africa or a qualification acquired through an international institution in South Africa with an international registration.
Matriculation Exemption	Exemption from the matriculation examination conducted by the Matriculation Board prior to 4 September 1992
Mature Age Exemption	Candidates who have reached the age of 23 years and above and hold a senior certificate without the applicable endorsement may be considered for selection and admission to a programme provided they obtained a Certificate of Conditional Exemption from USAf. All other rules relevant to admission and selection to the University will still apply.
National Certificate (Vocational) (NC(V))	A designated variant of the National Certificate at Level 4 on 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 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 on the NQF. It is registered as a 120-credit qualification. The four subjects required for certification have equal weighting of 30 credits each. The outcomes of the qualification are further defined in the curriculum.
One full credit of instructional offering	A set of instructional offerings which must be passed by a matriculated candidate for a complete first year as prescribed for the degree for which he or she is registered.
Orange Carpet	The academic performance criteria determined by the University from

Criteria	time to time for undergraduate students to qualify for participation in the Orange Carpet Programme.
Orange Carpet Admitted	An applicant who meets the Orange Carpet Criteria on the ground of Grade 12 or equivalent results and fully meets the admission and selection criteria of a particular programme, may be awarded an Orange Carpet Admitted status. This means that the applicant is permitted to register for a particular programme for a particular academic year/intake during the period that has been approved for such registration and obtain the status of an Orange Carpet Student, after complying with the applicable registration requirements
Orange Carpet Selected	An applicant who meets the Orange Carpet Criteria on the ground of Grade 11 or equivalent results and fully meets the admission and selection criteria of a particular programme by virtue of those results, may be awarded an Orange Carpet Selected status. If they still comply with the Orange Carpet criteria on the ground of their Grade 12 or equivalent results and fully meet the minimum selection and admission requirements for the particular programme, they may be awarded the Orange Carpet Admitted status. Should they no longer meet the Orange Carpet Criteria on the ground of their final Grade 12 results, the appropriate admission status will be awarded to them having regard to their Grade 12 results. The appropriate admission status may include admitted, waiting listed or not admitted.
Placement Test	A test to determine an applicant's skill and competency levels, aptitudes, academic preparedness and abilities, for purposes of placement in an appropriate Senate-approved programme.
Policy	The Policy on Admission and Selection.
Provisionally Selected	A Provisionally Selected status for a particular programme for a particular academic year/intake may be awarded to an applicant on the ground of either (a) a qualification that has not yet been obtained (e.g. on the ground of final Grade 11 results in the event that an applicant has not yet completed Grade 12, or on the ground of the results obtained for an uncompleted degree) or (b) on the ground of a qualification that has been obtained (e.g. final Grade 12 or equivalent results that comply with the required NSC diploma of degree

	<p>endorsement, or the results obtained for a degree that has been obtained). In both instances, the results must fully meet all the minimum requirements for the programme. A decision on whether an applicant will be admitted or not will be made when it appears that there are study spaces available for the particular programme for which the applicant has been provisionally selected for, having regard to the number of students that have already been admitted. For admission, the applicant needs to fully meet all the admission requirements of the programme, including compliance with the applicable diploma or degree endorsement reflected on the final Grade 12 results certificate. A provisionally selected applicant who fully meets the admission requirements can also be put on a waiting list pending finalisation of the registration process. The available study spaces (if any) may be filled by ranking prospective students 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.</p>
Programme	<p>A purposeful and structured set of learning experiences leading to a qualification comprising a set of credit-bearing, level-pegged modules set at particular NQF levels. In an outcomes-based system, programmes are designed to enable students to achieve predetermined exit-level outcomes.</p>
Qualification	<p>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.</p>
Recognition of Prior Learning (RPL)	<p>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).</p>
Register	<p>Enrol as a student in a particular programme for a particular academic year/intake on the date and at the time as captured on the University's electronic student administration system.</p>

Registration Requirements	Requirements with which an applicant/student must comply before he or she may be registered as a student for a particular programme for a particular academic year/intake.
Senate	The senate of a public higher education institution is accountable to the council for the academic and research functions of the public higher education institution and must perform such other functions as may be delegated or assigned to it by the council. The majority of members of a senate must be academic employees of the public higher education institution concerned.
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 2008.
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 at the same level.
University	The University of Johannesburg.
Waiting Listed	Applicants who fully meet the admission criteria on the ground of a qualification that has been obtained (e.g. their final Grade 12 results received by the University from the Department of Basic Education in January of a particular academic year, or a degree that has been obtained), may be placed on a waiting list for a particular programme for the particular academic year/intake. This means that final selection and admission depend on the number of study spaces available. The available study spaces (if any) may be filled by ranking prospective students 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.

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 Senate approved routes of access and articulation between programmes.
- 5.3 The Policy takes into account the need to redress past inequalities and aims to provide for equity, quality and academic excellence 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 Admission of 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 for applicants who are not residents in South Africa or have an international qualification.
- 5.6 All universities in South Africa are regulated using funding, planning and quality assurance as key steering mechanisms for transformation. Planned targets for a six-year period are reflected in an enrolment plan approved by DHET, which specifies the number of enrolment spaces available for formal, subsidised programmes and determines the teaching input grant. There is a two-year lag between the enrolment year and the year in which the teaching input grant is received.
- 5.7 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, among others:

- 5.7.1 Limitation (capping) of student numbers by the Ministry of Higher Education and Training and other applicable professional bodies.
- 5.7.2 The above-mentioned enrolment plan, as approved by DHET.
- 5.7.3 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.).
- 5.7.4 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 FORMAL, SUBSIDISED PROGRAMME

- 6.1 Enrolment at the University is governed by a six-year enrolment plan (i.e. Enrolment Management Plan) that is approved by the DHET. The University develops an annual enrolment plan that is aligned to the longer-term plan and specifies enrolment targets, which also serves as enrolment caps per faculty and per programme for each academic year.
- 6.2 Faculties are responsible for enrolment management to ensure that the targets are achieved, and the caps are not exceeded. Enrolment management includes ensuring that the programmes receive accreditation from the CHE, selection, marketing, admissions, funding and registration processes, if necessary. It takes into consideration the resources available to provide excellence in teaching and learning in respect of the particular programme.

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 HEIs 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 HEIs 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 23 years and older), National Senior Certificate for Adults (NASCA) and National Certificate (Vocational) (NC(V)). Examples of grounds upon which individuals may be exempted from complying with these requirements for admission to HEIs 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) Senate 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's 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

7.2 Admission requirements may include the following:

7.2.1 Possession of a particular qualification endorsement (e.g. the SC or NSC for undergraduate programmes or a particular undergraduate qualification for a postgraduate qualification). Alternatively, a higher certificate, an advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements for the next level of qualification in cases where applicants meet fully all the minimum admission requirements of the particular programme applied for but do not hold the correct endorsement for the particular programme.

7.2.2 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. Alternatively, a higher certificate, an advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements for the next level of qualification. Any or all of the following may be required for an applicant to be considered for a particular programme;

- (a) admission and placement tests;
- (b) personal interviews;
- (c) biographical information;
- (d) portfolios of evidence;
- (e) Recognition of Prior Learning (RPL);
- (f) South African Qualifications Authority (SAQA) for certification of equivalence;
- (g) Universities South Africa (USAf) for endorsements of school leaving results;
- (h) Special provisions for transfer students;
- (i) Compliance with statutory requirements, e.g. in the case of international students;
- or
- (j) Any other requirements as specified by Faculty Rules and Regulations.

- 7.3 Admission requirements are designed to accommodate different types of programmes that:
- 7.3.1 Facilitate the education of students so that they realise their highest educational potential in order to contribute to the social, cultural and economic development of South Africa, having regard for the country's skills, needs and scarcities.
 - 7.3.2 Are comparable with international qualification frameworks.
 - 7.3.3 Assist students to identify suitable options and potential routes of progression in the admission and selection process.
- 7.4 The UJ admission score table, which is used when considering applications for admission and selecting students, is approved by Senate and constitutes Appendix 1 to this Policy.
- 7.5 There are thus two sets of minimum requirements for entry into degree programmes of study namely:
- 7.5.1 For direct entry, the minimum requirements set out in the 2008 (NSC) or 2009 (NCV) regulations, or the alternative access routes provided for by the 2008 Matriculation regulations.
 - 7.5.2 For entry via progression/articulation, the achievement of a higher certificate registered on the NQF, an advanced certificate or diploma in a cognate field.
- 7.6 These HEQSF provisions relate to higher certificates accredited by the CHE and registered on the NQF.
- 7.7 To a student who does not have matriculation exemption, Higher Education South Africa (HESA) may, in accordance with Regulation 31, as published in the Government Gazette no 31674, 5 December 2008 and subject to certain conditions, issue a certificate of conditional exemption.

This person must, in the opinion of the Senate of the University, and in accordance with a Senate approved selection procedure, demonstrate his/her suitability for admission to degree or diploma studies. This certificate will only be valid for admission to that specific university. Where the senate of a second university requests this, in respect of a candidate transferring to that university, a certificate issued shall be amended to be valid for admission to the second university.

Where the senate of a university certifies that the holder of a certificate of conditional exemption issued in terms of the abovementioned Government Gazette has completed one full credit of instructional offering, Universities South Africa (USAf) shall issue a certificate of complete exemption to him or her, dated from the first day of the month of the period of academic residence in which the first degree credit was obtained.

Senate Discretionary Conditional Admission may be considered for candidates who have successfully completed the NSC or NC or NC (Vocational) or SC(A) or NASCA and who have applied for admission to an undergraduate programme at the University, on recommendation of the relevant Executive Dean, subject to the Senate approved selection procedure.

Faculties and the Centre for Psychological Services and Career Development share the responsibility and tasks relating to the selection and admission of Senate Discretionary Conditional Admission, with the Executive Dean of the faculty concerned having the final decision on whether to submit the application to Senate for approval.

7.7.1 PROCEDURE FOR THE ADMISSION OF STUDENTS VIA SENATE DISCRETIONARY CONDITIONAL EXEMPTION: DEGREE STUDENTS

7.7.1.1 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.

7.7.1.2 The University makes provision for alternative routes of access, including recognition of prior learning (RPL), senate discretionary admission (SDA) and admission to extended curriculum programmes.

- 7.7.1.3 Faculties determine specific minimum requirements and an admission point score (APS) for applicants who do not have matriculation exemption/the relevant endorsement. Applicants who do not comply with the minimum requirements set by the faculty are referred by the Executive Dean to the Centre for Psychological Services and Career Development (PsyCaD) so that admission tests can be conducted.
- 7.7.1.4 In view of the admission tests, the Centre for Psychological Services and Career Development (PsyCaD) can make one of the following recommendations:
- (a) The student is recommended for a diploma or degree programme.
 - (b) The student is recommended for an extended diploma or degree programme.
 - (c) The student is not recommended for studies at UJ.
- 7.7.1.5 On the strength of the above recommendations and the NBT results, the Executive Dean concerned takes a final decision about the admission of a student.
- 7.7.1.6 At the first meeting of Senate following on students' first registration, the Executive Dean, via Senex, requests Senate discretionary admission for students who have been granted admission to study at the UJ.
- 7.7.1.7 After this, the faculty applies on behalf of the student to Higher Education South Africa (HESA) for a certificate of conditional exemption.
- 7.7.1.8 After the student has obtained a full instructional credit (i.e. after passing a full academic first year), the faculty will apply for full exemption on the candidate's behalf.
- 7.7.1.9 Each faculty must submit a compliance report – related to all Senate discretionary exemptions approved – to the first meeting of SENEX of the following year.
- 7.7.1.10 A certificate of conditional exemption issued in terms of paragraph 31 of the Government Gazette no 31674, 5 December 2008 shall be deemed to have lapsed if the holder thereof does not satisfy the outstanding requirements within a period of three years calculated from the beginning of the first day of the month in which the holder registers for a bachelor's degree at the university.

7.7.1.11 A person, whose certificate of conditional exemption has lapsed, may again apply for a certificate in terms of the relevant provisions of paragraphs 31 of the Government Gazette no 31674, 5 December 2008.

7.7.2 PROCEDURE FOR THE ADMISSION OF STUDENTS VIA SENATE DISCRETIONARY CONDITIONAL ADMISSION: DIPLOMA STUDENTS

7.7.2.1 In the interest of student articulation and in the absence of national (Matriculation Board) regulations regarding conditional admission for diploma candidates, Senate would, as an interim arrangement, also consider Senate Discretionary applications from students without a diploma endorsement.

7.7.2.2 Faculties determine specific minimum requirements and admission point score (APS) for applicants who do not have diploma endorsement. Prospective students who do not comply with the minimum requirements set by the faculty are referred by the Executive Dean to the Centre for Psychological Services and Career Development (PsyCaD) so that admission tests can be conducted.

7.7.2.3 In view of the admission tests, the Centre for Psychological Services and Career Development (PsyCaD) can make one of the following recommendations:

- (a) The student is recommended for a diploma/extended diploma programme.
- (b) The student is not recommended for studies at UJ.

7.7.2.4 On the strength of the above recommendations and the NBT results, the Executive Dean concerned takes a final decision about the admission of a student.

7.7.2.5 At the first meeting of Senate following on students' first registration, the Executive Dean, via Senex, requests Senate discretionary admission for students who have been granted admission to study at UJ.

7.7.2.6 Each faculty must submit a compliance report – related to all Senate discretionary admissions approved – to the first meeting of SENEX of the following year.

8. FRAMEWORK FOR ADMISSION AND SELECTION OF APPLICANTS

- 8.1 Persons who wish to register for a particular programme offered by the University for a particular academic year/intake must apply for admission to that particular programme before the relevant closing date if they were not registered for that particular programme at the end of the academic year/intake immediately preceding that academic year/intake. 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 (if applicable) in advance. 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 who are not top achievers. Details of closing dates and application fees are published on the University's website.
- 8.2 Applicants are required to submit all relevant and required information and/or documentation to enable their application 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 the University.
- 8.3 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).
- 8.4 The admission and selection of students/applicants to postgraduate and CEP programmes take place in accordance with the Academic Regulations, Faculty Rules and Regulations and the relevant submission to Senate when they are approved. The Higher Degrees Policy and Higher Degrees Administration: Structures and Processes deals separately with applications for, and selection in respect of, master's and doctoral programmes. The provision below in this paragraph (par 8.5 to 8.8) deal with applications for, and selections in respect of, undergraduate whole programmes offered by the University.
- 8.5 The University considers applicants for admission to and selection for undergraduate programmes 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. 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.

8.6 Applicants who meet the admission requirements for a particular programme on the ground of a qualification that has already been obtained, may be:

8.6.1 Admitted;

8.6.2 Orange Carpet Admitted;

8.6.3 Provisionally Selected;

8.6.4 Waiting Listed; or

8.6.5 Refused Admission (Not Admitted) on a justifiable ground, for example, that the programme is oversubscribed, or the applicant does not meet the minimum requirements.

8.7 Applicants who meet the admission requirements for a particular programme on the ground of their final Grade 11 results may be:

8.7.1 Orange Carpet Selected;

8.7.2 Provisionally Selected; or

8.7.3 Refused Admission (Not Admitted) on a justifiable ground, for example, that the programme is oversubscribed, or the applicant does not meet the minimum requirements.

8.8 The admission of Orange Carpet selected applicants is subject to the following conditions:

8.8.1 They will be admitted to the particular programme for a particular academic year/intake and qualify for the benefits of an Orange Carpet student upon registration, if, on the basis of their final Grade 12 results, they:

- (a) still comply with the Orange Carpet criteria;
 - (b) fully meet the minimum selection and admission requirements for the particular programme.
- 8.8.2 Should they no longer meet the minimum selection and admission requirement for the particular programme, their applications will be declined.
- 8.8.3 Should they fully meet the minimum selection and admission requirements for the particular programme, their applications will be considered on the basis of the availability of study spaces and the filling thereof by ranking prospective students 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. Consequently, they may, depending on the circumstances, be awarded the status of Admitted, Not Admitted or Waiting Listed.
- 8.9 The decision whether or not to grant an applicant the status of Orange Carpet Admit, Orange Carpet Select , Provisionally Select, Waiting List, Admit or Not Admit an applicant 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:
- 8.9.1 The admission requirements of the programme;
 - 8.9.2 The demonstrated past academic performance of an applicant (including academic performance from other institutions);
 - 8.9.3 The number of study spaces available in the particular programme as determined by the enrolment cap in respect of the programme;
 - 8.9.4 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 recognise the academic merit of an applicant in order to redress past inequalities.

- 8.10 The University may grant an applicant the status of Provisionally Selected or Orange Carpet selected at any time during the period that applications for admission are being considered. The Orange Carpet or Provisional selection of an applicant to a programme does not detract from the University's right to thereafter admit other applicants to the programme who, in the view of the University, have demonstrated better potential to successfully complete the programme concerned than those who had been Orange Carpet or Provisionally Selected for it.
- 8.11 Applicants who have been admitted for a particular programme for a particular 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, applicants who had been admitted to a particular programme and failed to take up their space during the applicable approved registration period, will only be permitted to register for the programme before the final date allowed for registration if study spaces remain available for them. The University has the power to move the final date of registration for a programme forward during the registration period to stay within the enrolment cap of a programme.
- 8.12 The admission of provisionally selected applicants is subject to the following conditions:
- 8.12.1 Applicants must fully meet the minimum admission requirements of the particular programme.
- 8.12.2 In the case of applicants who were provisionally selected before they had completed a qualification required for admission (e.g. applicants who sat for their final Grade 12 or equivalent examinations or who sat for their final examination to complete a degree), they are required to meet fully all the minimum admission requirements of the particular programme applied for when obtaining the qualification concerned (e.g. the NSC or equivalent qualification, including the correct degree, diploma or certificate endorsement

(having obtained the correct exemptions)).

- 8.12.3 The available study spaces (if any) may be filled by ranking prospective students not yet admitted 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 the University for applicants who are Orange Carpet or provisionally selected.
- 8.12.4 Any other condition, which can be justified on rational and reasonable grounds.
- 8.13 During the registration period, the University constantly monitors the enrolment/ registration of students who are admitted to programmes and in the event of them not taking up their study spaces, it reviews the status of applicants not yet admitted. Applicants not yet admitted are consequently not necessarily notified all at once that they have been admitted; should this be the case, and should study spaces remain available, the University may admit applicants not yet admitted and invite them to register for a particular programme.
- 8.14 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.
- 8.15 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 or degree results) may be granted any admission or selection status in terms of the Policy, including Not Admitted to the programme.

- 8.16 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, wait listed or not admitted based on their academic performance.
- 8.17 No notice regarding an applicant's selection/admission is official and binding on the University unless it has been sent to the applicant by email from the University's server or uploaded by the University to its official application website.

9. 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 unsatisfactory academic performance and behaviour disqualifying the student to be issued with a Certificate of Good Conduct by the University. The standards of academic performance required from students to permit them to reregister appear in the Academic Regulations and Faculty Rules and Regulations. The University 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 unsatisfactory 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. Persons who are prevented from re-registering on the ground of unsatisfactory academic performance and may appeal their academic exclusion in terms of the Academic Regulations, may only exercise that right once.

10. TRANSFER STUDENTS

The admission of transfer students to any year of study of a particular programme is subject to the applicant showing satisfactory academic performance in any programme for which the applicant had previously been registered 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 previously been 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; and
- (d) the availability of study space per programme for transfer students as per the University's Enrolment Management Plan.

11. LANGUAGE OF TEACHING AND LEARNING

The language of teaching and learning is English.

12. GENERAL

- 12.1 Operationally, the responsibility and tasks relating to the selection and admission of applicants are shared by the faculties, Central Academic Administration and the International Office, with the Executive Dean of the faculty concerned having the final decision in respect of applications and selections.
- 12.2 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.
- 12.3 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 or who omitted to provide information or documentation relevant and material to an application for admission or re-admission.

- 12.4 Applicants who are admitted to a particular programme for a particular academic year/intake and students who are permitted to reregister in a particular academic year/intake for a particular programme for which they were registered at the end of the previous academic year/intake, 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.
- 12.5 No notice regarding an applicant's admission status is official and binding on the University unless it has been sent by email 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, 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 every three years.

Appendix 1:

ADMISSION SCORE TABLE

APS	NATIONAL			INTERNATIONAL										
	NSC (IEB/SACAI)	SC HG (M-SCORE)	SC SG (M-SCORE)	HIGCSE/NSSC (HL)	IGCSE/NSSC (OL)	AS LEVELS	A LEVELS	IB (HL)	IB (SL)	WAEC	KCSE	Diploma/Exam D' états	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)
IEB	South African Comprehensive Assessment Institute

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: 12 March 2020.