



UNIVERSITY
OF
JOHANNESBURG

**Policy: Admission of Students via Senate Discretionary
Conditional Exemption**

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Related documents

UJ documents (e.g. Policies, Regulations, Guidelines, Contracts)	Other (e.g. Legislation, DoE and HEQC directives and guidelines)
<ul style="list-style-type: none"> • Programme Policy; • Policy on Experiential Learning; • Policy on Recognition of Prior Learning; • Policy on People with Disabilities; • Language Policy; • Teaching and Learning; • Policy on Quality Management; • Academic Regulations; • Enrolment Management Plan; 	<ul style="list-style-type: none"> • South African Qualifications Authority (SAQA) Act (Act 58 of 1995); • Higher Education Act (Act 101 of 1997); • Ministry of Education: National Plan for Higher Education in South Africa: February 2001; • Higher Education Policy Framework (HEQF): Government GAZETTE Vol. 481, July 2005; • Ministry of Education: Higher Education

<ul style="list-style-type: none"> • UJ Programme Review manual; • UJ Code of Academic Ethics. 	<p>Qualification Framework: August 2005;</p> <ul style="list-style-type: none"> • Minimum Admission Requirements: Government Gazette, No 27961 August 2005; • Ministry of Education: Higher Education Quality Framework: August 2006; • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November 2004; • Immigration Act (Act 13 of 2002) • Requirements and Conditions for Matriculation Endorsement and Issuing of Certificates of Exemption for Admission to Bachelor's Degree Studies, Government Gazette No. 31674, 5 December 2008. • Act No. 4 of 2013 – Protection of Personal Information Act, 2013(No 37067 Government Gazette, 26 November 2013)
<p>Stakeholders affected by this document (units and divisions that should be familiar with it):</p>	<ul style="list-style-type: none"> • Executive Deans; • Heads: Academic Departments; • Academics (Part-time and Full-time); • Heads: Faculty Administration; • Academic Development and Support • Students;

	<ul style="list-style-type: none">• Centre for Psychological Services and Career Development (PsyCaD);• Advancement;• Central Academic Administration;• Corporate Governance;• Faculties;• Internationalisation;• Student Enrolment Centre;• Student Representative Council
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1. PREAMBLE

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.

2. PURPOSE

The purpose of the policy is to structure the process for Senate Discretionary Conditional Exemptions.

3. SCOPE

- 3.1 This Policy covers the admission of students to the University via Senate Discretionary Conditional Exemption and related matters with regard to principles, procedures (processes) and practices.
- 3.2 The Policy has institution wide application.

4. DEFINITIONS AND ABBREVIATIONS

4.1 Abbreviations

APS	Admission Point Score
DHET	Department of Higher Education and Training
HEIs	Higher Education Institutions
PsyCaD	Centre for Psychological Services and Career Development
RPL	Recognition of Prior Learning
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:

Admission Test	The use of psychometric or competency based instruments to predict the 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 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.
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. The foundational provision must be at a higher education level.
Matriculation Exemption	Exemption from the matriculation examination conducted by the Matriculation Board prior to 4 September 1992
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.
Policy	The Policy on Admission of Students via Senate Discretionary Conditional Exemption.
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.
University	The University of Johannesburg.

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

- 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 (SDA) and admission to extended curriculum programmes.
- 5.3 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.
- 5.4 In view of the admission tests, the Centre for Psychological Services and Career Development (PsyCaD) can make one of the following recommendations:
 - 5.4.1 The student is recommended for a diploma or degree programme.
 - 5.4.2 The student is recommended for an extended diploma or degree programme.
 - 5.4.3 The student is not recommended for studies at UJ.
- 5.5 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.
- 5.6 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.
- 5.7 After this, the faculty applies on behalf of the student to Higher Education South Africa (HESA) for a certificate of conditional exemption.
- 5.8 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.
- 5.9 Each faculty must submit a compliance report – related to all Senate discretionary exemptions approved – to the first meeting of SENEX of the following year.
- 5.10 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.
- 5.11 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.

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

- 6.1 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.
- 6.2 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.
 - 6.3 In view of the admission tests, the Centre for Psychological Services and Career Development (PsyCaD) can make one of the following recommendations:
 - 6.3.1 The student is recommended for a diploma/extended diploma programme.
 - 6.3.2 The student is not recommended for studies at UJ.
 - 6.4 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.
 - 6.5 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.
 - 6.6 Each faculty must submit a compliance report – related to all Senate discretionary admissions approved – to the first meeting of SENEX of the following year.

7. GENERAL

Operationally, the responsibility and tasks relating to the selection and admission of Senate Discretionary applicants are shared by the faculties and the Centre for Psychological Services and Career Development, with the Executive Dean of the faculty concerned having the final decision.

8. PUBLICATION OF INFORMATION

This policy is in the public domain and is published on the University's website.

9. POLICY REVIEW

This policy will be reviewed on an annual basis or as legislation becomes available.

Reviewed 2016-09-15 (Senate)

The Policy (paragraph 4.5) was adjusted to include the NBT results as a selection criteria for Senate Discretionary applications including School of Tomorrow applicants. (The Grade 12 results of the School of Tomorrow are not quality assured by Umalusi.) The rest of the changes were editorial alignments.