



REGISTRATION POLICY

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Related documents

UJ documents (e.g. Policies, Regulations, Guidelines)	Other (e.g. Legislation, DoE and HEQC directives and guidelines)
<ul style="list-style-type: none"> • UJ Vision, Mission and Values • Policy on Retention of Documents 	<ul style="list-style-type: none"> • HEQC November 2004: Criteria for Programme Accreditation • Higher Education Act, Act 101 of 1997 • Continuing Education and Training Act of 2006 • White Paper on Higher Education (White Paper 3 of 1997) • National Qualifications Framework Act 67 of 2008 • Children’s Act of 2005 • Protection of Personal Information Act 4 of 2013 • Immigration Act 13 of 2002 as Amended • SADC Protocol on Education and Training • Diplomatic Immunities and Privileges

	<p>Act 37 of 2001</p> <ul style="list-style-type: none"> • Refugees Act 130 of 1998
<p>Stakeholders affected by this document (units and divisions that should be familiar with it). (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Academic Regulations • Admission Policy • Assessment Policy • Development and Evaluation of learning materials Policy • Policy on People with Disabilities • Teaching and Learning Policy • Higher Degrees Administration 	<ul style="list-style-type: none"> • Executive and Vice-Deans • Heads of Academic Departments • Heads of Faculty Administration and Faculty Officers • Senior Director: Central and Academic Administration • All employees working on the student administration system
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REGISTRATION POLICY

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 and to providing a process for the management of registrations that complies with the principles of sound corporate governance and data protection.

Other policies pertaining to the Registration Policy are the University of Johannesburg (UJ) Academic Regulations, Admissions, Residence, Finance, Internationalisation, Graduation, and Timetable policies. These policies will be referred to in the content below.

2. PURPOSE

This policy document sets out the requirements for and provides a guideline applicable to the registration of students at the University.

3. SCOPE OF THE POLICY

This Policy applies to student registrations for qualifications offered at the University, taking into account the requirements of the *Higher Education Act 101 of 1997*, the *National Qualifications Framework Act 67 of 2008*, and other relevant sub-frameworks and qualification-specific requirements.

This Policy applies to all programmes offered by the University, and to all applicants and students.

4. DEFINITIONS AND ABBREVIATIONS

4.1 Abbreviations

CEP	Continuing Education Programme
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
DHET EP	DHET Enrolment Plan
DIPEM	Division for Institutional Planning, Evaluation and Monitoring
HEI	Higher Education Institution
HEMIS	Higher Education Management Information System
HESA	Higher Education South Africa
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualification Sub-Framework
MEC	Management Executive Committee of the University
NQF	National Qualifications Framework
PQM	Programme Qualification Mix

SAQA	South African Qualifications Authority
UJ	University of Johannesburg
UJ EP	UJ Enrolment Plan

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

Appeal	In respect of academic exclusion, appeal means an earnest and formal request made in accordance with the provisions of the Academic Regulations to reconsider such decision. Academic exclusion decisions are indicated by the allocation of a number of global result codes including F7 (Undergraduate), 7F (Postgraduate), BF (Undergraduate), and DF (Postgraduate).
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 was not registered for that particular programme at the University at the end of the academic year/intake immediately preceding that particular academic year/intake.
Cap	An enrolment cap is a limit to the number of first-time students that may be registered for a qualification. The cap is qualification and study period (1) specific to limit and manage the number of entering students according to the UJ EP and Faculty Detailed Plan.
Continuing Education Programmes (CEP)	An institution-approved short learning programme (SLP) or institution-approved whole programme (the latter accredited by HEQC and registered by SAQA). These programmes receive no state funding and upon successful completion, will lead to the award of a qualification, in the case of a whole programme, or a UJ certificate, in the case of an SLP.
DHET Enrolment Plan (DHET EP)	The enrolment plan submitted to DHET by the University, which contains the planned HEMIS headcount and FTE (full-time equivalent) targets at the institutional level per qualification type grouping for a six-year period. The DHET EP includes undergraduate first-time entering headcount targets that the University is required to adhere to. The teaching input grant received in year 'n' by the University is based on the DHET EP for year 'n-2'. The University is required to adhere to within 2% of the teaching input units approved by DHET.
Endorsement	The act of saying that you approve of or support something or someone.
Executive Dean	The Chief Executive Officer of a Faculty.
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.
Faculty Board	The decision-making body of a specific faculty.

Faculty Detailed Plan	An annual plan, approved by the Executive Dean, which faculties submit to DIPEM. This plan contains the HEMIS headcount targets and associated registration targets per programme. Registration targets are set annually in order to achieve the headcount targets as reflected in the UJ EP. Undergraduate first-time entering and international headcount targets are included. Faculties are monitored in the registration period against the targets set in the faculty detailed plan.
Guardian	A parent or person who has guardianship in relation to a child as contemplated in terms of section 18 of the Children's Act of 2005.
Minor	A child under the age of 18 as defined in the Children's Act of 2005.
Online programme	A mode of provision, based primarily on a set of teaching and learning strategies (or educational methods) that can be used to overcome special and/or transactional distance between educators and students and it utilises a computer network to present or distribute some educational content. Online programmes are equivalent to on-campus contact programmes in terms of admission criteria and overall workload.
Pipeline qualification	A qualification that is being phased out within a particular timeframe. It affords the student currently in the qualification the opportunity to complete the qualification.
Policy	The Registration Policy.
Programme	A purposeful and structured set of learning experiences leading to a qualification that comprises a set of credit-bearing, level-pegged modules at particular NQF levels. In an outcomes-based system, programmes are designed to enable students to achieve predetermined exit-level outcomes.
Programme and Qualification Mix (PQM)	A list, with relevant details, of all approved qualifications and majors/fields of specialisation offered at UJ. The PQM is updated as qualifications are accredited.
Prospective student	An applicant who is considering attending a particular programme at UJ but has not yet been registered.
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.
Registration / Register	Enrolling 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.
Registrar	The University's Registrar.
Registration requirements	Requirements with which an applicant/student must comply before he or she can be registered as a student for a particular programme in a particular academic year/intake.

Senate	Senate is the academic statutory structure in accordance with section 28 of the Higher Education Act of 1997 as well as sections 19-28 of the UJ Statute. Senate is accountable to Council for all the teaching, learning, research and other academic functions and activities of the University and all other functions delegated or assigned to it by Council.
UJ Enrolment Plan (UJ EP)	The annual enrolment plan to which the University is required to adhere. The UJ EP is aligned to the DHET enrolment plan, approved by Senate and contains the planned HEMIS headcount targets at the institutional level per faculty per qualification type grouping and per attendance mode. The UJ EP includes headcount targets for international and first-time entering students per faculty and a list of contextual factors are taken into account in the annual planning.
UJ Statute	The Institutional Statute of the University published in accordance with Section 33(1) of the Higher Education Act of 1997.
University/ UJ	The University of Johannesburg.

5. PRINCIPLES AND VALUES UNDERLYING THE POLICY

- The University of Johannesburg encourages and inspires free, independent and critical thought aimed at developing a better future for UJ and society.
- Through facilitating open, respectful and meaningful dialogue, UJ encourages an inclusive environment that embraces diversity.
- UJ is dynamic, progressive, responsive and innovative in its endeavour to provide access to global academic excellence and to promote the common good in a sustainable way.
- UJ nurtures and actively promotes an ethos of honesty, transparency, accountability and fairness in all its endeavours.

6. REGISTRATION

6.1 General Principles

6.1.1 Applicants who are admitted for a particular academic year must register for that year according to the registration dates as determined by the University.

6.1.2 An individual who is not registered with the University may not attend, nor participate in any part of the academic lecture programme or any of the teaching sessions for a module, whether such learning or mode of delivery is offered by way of contact, mixed mode, distance and/or as an online module. In addition, a student is not eligible to receive any form of tuition, study material, or supervision, nor will s/he have access to any electronic study material and/or resources, if s/he is not registered in accordance with the stipulated University academic regulations or faculty rules and

regulations for the intended academic programme and/or module in the relevant academic year.

6.1.3 Registration takes place in accordance with the Programme Qualification Mix (PQM) and related UJ EP as approved by DHET.

6.1.4 The University does not guarantee that students (including those with a disability/impairment) who register for a qualification and successfully complete that qualification will be registered with a professional board/council or be successful in obtaining employment.

6.2 Programme Registration

6.2.1 An applicant or student who has been formally admitted and who does not register for a programme before the registration cap is reached, excluding semester study abroad and exchange students, forfeits the right to register for that programme for the particular academic year.

6.2.2 It is a requirement that a student signs a student agreement with the University of Johannesburg. This agreement can be in an electronic or hard copy format. Where a student is a minor, his/her parent or guardian must conclude the student agreement on his/her behalf. When concluding the student agreement (see 6.2.1 above) students bind themselves to the terms and conditions, policies, rules, regulations, procedures of the University and payment of the prescribed fees to the University.

6.2.3 The University requires students and prospective student to provide it with certain personal information as defined in the Protection of Personal Information Act of 2013. The University will use the information to complete the registration process as well as for its administration and governance processes for the duration of the students' study at the University.

6.2.4 Students may not register simultaneously for two qualifications at the University, or for a qualification or module at another university concurrently with their registration at UJ without the prior written consent of the Executive Dean or his/her delegated authority in the relevant faculty and the relevant authority of the other university.

6.2.5 Senate may determine the minimum number of students who should register for a programme or a module for it to be offered on a particular campus and/or in a particular year.

6.2.6 Faculty Boards may determine the maximum number of students who may register for a programme or module in accordance with the UJ EP or in order to ensure quality teaching.

6.2.7 Students who are admitted for a fully online programme and who fail to register for that programme within the calendar year applied for will forfeit the right to register for the following calendar year. However, if the student was admitted for the fully online programme in the last four months of a calendar year, the admission will be carried over to the following calendar year.

6.2.8 When registering, prospective students who register for the first time at the University may be required to submit all relevant and required information and/or documentation to the University before the registration process can take place.

6.2.9 Applicants who are admitted to a programme for a particular academic year 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.

- 6.2.10 On non-completion of a qualification following the expiry of the registration period, a re-registration or re-application for the relevant qualification may be required. In re-registering for a qualification, a re-registration fee is applicable and the qualification must be completed within the required timeframe.
- 6.2.11 International students may register at the University if they meet the University's academic admission requirements and relevant immigration requirements, e.g. obtain valid study permits and satisfy all other registration requirements.
- 6.2.12 Pipeline qualifications are not available for registration for first-time entering students.
- 6.2.13 Students are only allowed to register for modules for non-degree purposes with the approval of the Registrar.
- 6.2.14 No late registration is permitted without the approval of the Registrar based on the provision of acceptable reasons.
- 6.2.15 Students/applicants may not register for a qualification if they do not have the required endorsement. *Please refer to the Academic Regulations for more information.*

6.3 Curriculum Requirements

- 6.3.1 Students are required to register for an academic programme as contained in the Rules and Regulations of the University regardless of the mode of delivery.
- 6.3.2 As per the requirements of the Higher Education Qualifications Sub-framework (2013: 11) "a maximum of 50% of the credits of a completed qualification may be transferred to another qualification, provided also that no more than 50% of the credits required for the other qualification are credits that have been used for a completed qualification".
- 6.3.3 Only in exceptional cases may the Executive Dean or his/her delegated authority in consultation with the Registrar grant permission to complete an exit-level module at another higher education institution.
- 6.3.4 A student may not register for more than the prescribed number of modules per academic year/semester/intake as:
 - a) approved by Faculty Board and Senate;
 - b) reflected in the Faculty Rules and Regulations and curriculum;
 - c) specified per year level.Notwithstanding the above, the Executive Dean or his/her delegated authority of the faculty/college may approve the equivalent of two additional semester modules or one-year module per academic year.
- 6.3.5 After each registration, a period is provided in which students can make changes to their registration. *Please refer to the Academic Regulations for more information.*

6.4 Cancellation and/or Interruption of Studies

- 6.4.1 Students may cancel their studies in a particular programme or module by official notification thereof before the date determined by the University as communicated in the registration letter. The onus is on the student to cancel. Cancellation requires the completion and submission of the relevant form.

- 6.4.2 Students who fail to comply with 6.4.1, in respect of any cancellation/interruption of study before the prescribed dates, forfeit any claim to the reimbursement of money for the module/s or course registered for, and/or remain liable for the full payment of all fees owing.
- 6.4.3 Cancellation of studies in a semester module(s) or a year module(s) within the 21-calendar day period before the beginning of the assessment opportunity will be regarded as absent from the assessment opportunity. Cancellation of studies in a continuous evaluation year module within the 42-calendar day period before the beginning of the assessment opportunities will be regarded as absent from the assessment opportunity.
- 6.4.4 Students registered for compulsory modules that they are repeating are not allowed to cancel those modules unless the cancellation relates to the cancellation of registration for the qualification.
- 6.4.5 De-registration by the faculty may occur under the following circumstances:
- (a) The study period of a student has lapsed;
 - (b) In cases of unsatisfactory performance;
 - (c) In cases of gross misconduct;
 - (d) In cases where the student withdrew from the qualification;
 - (e) In cases where the student was found guilty after a disciplinary hearing;
 - (f) In the event of death or critical, indefinite hospitalisation due to illness or injury;
 - (g) In cases where the University establishes that there was an administrative error or it was provided with incorrect information or documentation during the application or registration process.
- 6.4.6 Continuing students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided that:
- (a) if the regulations are amended, students who commenced their studies under the previous regulations, and who have not interrupted their studies, and who are compliant with all the rules applicable at the time of their first registration, may complete their studies according to the previous regulations, provided that they complete their studies within the maximum period allowed;
 - (b) if the new regulations are beneficial to them, students may complete their studies under these new regulations;
 - (c) the Faculty Board may set special transitional arrangements, approved by Senate, in respect of programmes where a change has been approved, and determine a date on which the new regulations will be phased in and previous regulations phased out.
- 6.4.7 Students who interrupt their studies are required to apply for special permission from the relevant Faculty to continue their studies. Continuation of studies may be subject to conditions.
- 6.4.8 The Registrar may grant approval for the interruption of studies when there is an exceptional motivation or reason why a student cannot, at that stage, continue with his/her studies. Continuation of studies may be subject to conditions.
- Please refer to the Academic Regulations, Faculty Rules and Regulations and Fee Booklet for more information.*

6.5 Appeals

- 6.5.1 Students may lodge an appeal against their academic exclusion or disciplinary action before the next registration period.
- 6.5.2 Renewal of registration is subject to the outcome of the appeal process.
Please refer to the Academic Regulations, Faculty Rules and Regulations and the Judicial Policy for more information.

6.6 Registration Period

- 6.6.1 The Management Executive Committee (MEC) may, by notice to the applicants and students, bring the closing date for registration for a programme forward to remain within the caps of the DHET EP, UJ EP or Faculty Detailed Plan. The MEC may approve amendments to the UJ EP or Faculty Detailed Plan during registration to achieve and remain within enrolment caps and targets.
- 6.6.2 Students are not permitted to register beyond the prescribed and approved registration periods unless the MEC formally extends the registration period.
- 6.6.3 The registration of students is valid for the applicable registration period only and lapses on expiry of this period.

6.7 Finance

- 6.7.1 Integral to the University of Johannesburg's commitment to excellence is the quality of its programmes and the availability of competitive fees. In the interest of institutional efficiency and effectiveness, the financial system for the distribution of fees and the income generated from the mentioned programmes are compliant with the principles of sound financial governance.
Please refer to the UJ Fees Booklet and the Academic Regulations for more information.

6.8 Internationalisation

- 6.8.1 International students may register at the University if they meet the University's academic admission requirements and have complied with all the immigration regulation requirements.
Refer to the University requirements published annually.

6.9 Residence Registration

This Policy should be read in conjunction with the Residence Policy.

- 6.9.1 No student will be allowed to move into a residence without proof of academic registration, and proof of residence registration.

7. DEVIATION FROM THIS POLICY

No deviation from this Policy will be permitted unless approved by the Registrar.

8. REVIEW

Regular review of the Policy is conducted in accordance with the approved University Policy on Policy Development. This takes place in consultation with the relevant quality assurance structures at management and institutional level under the auspices of the official custodian of this Policy namely the Registrar to

ensure that the Policy remains valid and current in the light of changing circumstances. Unless circumstances dictate otherwise, the Policy will be formally reviewed within the four-year University review cycle.

Senate approved: 14 November 2019.