



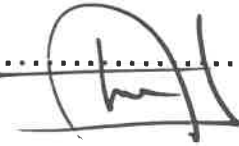
POLICY NAME: SELECTION AND ADMISSION POLICY

APPROVED BY COUNCIL ON: 23 OCTOBER 2020



CONFIRMATION OF APPROVAL

PROF PA MBATI, VICE-CHANCELLOR

SIGNATURE:


DR JM MABELEBELE, REGISTRAR

SIGNATURE:




**SEFAKO MAKGATHO
HEALTH SCIENCES UNIVERSITY**

**POLICY AND PROCEDURES
POLICY ON SELECTION AND ADMISSION**

POLICY NUMBER	SELECTION AND ADMISSION POLICY	POLICY OWNERS	REGISTRAR
APPROVAL DATES		COUNCIL	23 OCTOBER 2020
MANCO			
SENATE		REVISION DATE	21 JANUARY 2024



SELECTION AND ADMISSION POLICY

Document Name	Selection and Admission Policy
Approved by:	Senate: 21 August 2020 Council: 23 October 2020
Date for the next review	1 January 2024
Policy Owner	Registrar

1 PREAMBLE

- 1.1 Established as a post-apartheid institution and firmly grounded in democratic values as espoused in the founding provisions of South Africa's Constitution (1996), Sefako Makgatho Health Sciences University (SMU) Selection and Admission Policy seeks to promote access and equity to ensure that applicants from marginalized backgrounds are enabled and empowered to access Higher Education, as both a public and private good.
- 1.2 The policy provides a broad framework for the selection and admission processes at the University with a view to ensuring that the decisions at every point in respect of selection and admission are transparent, fair, just and do not unfairly discriminate the applicants.
- 1.3 The Policy must be interpreted and applied in a manner consistent with:
 - 1.3.1 Constitution of the Republic of South Africa Act of 1996, as amended
 - 1.3.2 Higher Education Act 101 of 1997, as amended
 - 1.3.3 National Qualifications Framework Act no 67 of 2008
 - 1.3.4 SMU Statute of 2016, as amended
 - 1.3.5 General Academic Rules and School Rules of the University
 - 13.6 Government policies and directives regarding admissions, as amended, from time to time.

2 PURPOSE

- 2.1 In terms of Section 37(4) of the Higher Education Act 101 of 1997, as amended, each public Higher Education Institution is required to develop and publish its admission Policy.
- 2.2 Consistent with this provision, this Policy sets out a broad framework for regulating selection and admission requirements and procedures for holders of qualifications of applicants who intend to enroll for academic programmes on offer at SMU.
- 2.3 The University aims to attract, select, and admit applicants who are academically capable. To achieve this, the University has established:
 - 2.3.1 Minimum admission requirements for each programme to ensure that all prospective students have satisfied academic requirement standards to enable them to succeed in their academic studies;
 - 2.3.2 Additional programme specific admission requirements to ensure that prospective students have the appropriate academic knowledge required for succeed in their particular academic programmes; and
 - 2.3.4 Selection processes that ensure admission decisions are transparent, consistent and merit-based, with equity considerations taken into account, where appropriate.

3 DEFINITIONS

- **Admission:** means the act of admitting an applicant into a programme of the University, following submission and assessment of an application by the School;
- **Admitted:** permitted by the University to register for a particular programme for a particular academic year, subject to complying with the applicable registration requirements.
- **Applicant:** means a person applying to the University for admission into a programme;
- **International student:** means a student who is a temporary resident (study permit status) of South Africa or a resident or citizen of any other country;
- **National Senior Certificate (NSC):** An exit level qualification at NQF level 4, completed at the end of the general schooling (Grade 12) and depending on the level of achievement, it may allow a holder access to higher education studies.
- **Policy:** The Selection and Admission Policy of SMU
- **Provisionally selected:** selected on the basis that the University will still make its final decision on whether the applicant should be admitted or not, informed by his/her final Grade 12 or equivalent academic results and study spaces available for the programme.
- **Programme:** A structured set of learning experiences, defined by a coherent grouping of modules that leads to a qualification.

- **Offer letter:** means the formal notification stating that the University is offering an applicant a place in a programme under specified registration requirements and conditions;
- **Qualification:** A Higher Certificate, diploma, degree granted or conferred upon successful completion of the approved programme of study for the given higher certificate, diploma or degree.
- **Recognition of prior learning:** A formal mode of recognizing skills and competencies gained outside formal learning structures for purposes of placement of granting of credit or exemption.
- **Registration:** Contractual agreement annually entered into by the University and the aspirant student, which is subject to prescribed Academic Rules of the University and related procedures by virtue of which he or she is granted student status
- **Registration requirements:** Requirements with which an applicant must comply before he or she may be registered as a student.
- **Selection:** The specific criteria and procedures that the University uses to select potential students from persons who have applied to study at the University.
- **Senior Certificate (SC):** a final exit qualification for School learners registered at NQF level 4 that was phased out from 2007.
- **Student:** A person who is studying at a University or any other Higher Education Institution
- **Transfer student:** An applicant who had previously registered for any programme of the University other than one to which admission is sought, or an applicant who had previously registered at another institution for any programme.
- **Quota:** means the number of places available in a programme for students to commence study in a particular study period,

4 SCOPE

- 4.1 The Policy sets out principles, procedures and processes for selection and admission of students at SMU.
- 4.2 The Policy applies to the selection and admission of students into all academic programmes (Higher Certificate, Diploma and degree programmes, both at undergraduate and postgraduate levels) offered at SMU, across all Schools and academic departments of the University.
- 4.3 This policy applies to domestic and international applicants seeking entry into any academic programme offered by the University.
- 4.4 In instances where there is a conflict between this Policy and the Admission Requirements of a particular School, the Policy shall take precedent.

5 POLICY OBJECTIVES

This policy is intended to achieve the following objectives:

- 5.1 To provide clear set of principles, guidelines and/or procedure according to which the University exercises its decision-making powers to select and admit applicants to its approved and registered programmes.
- 5.2 To set and define the boundaries to allow for alternative routes of entry that are to be viewed as equivalent to the prescribed standard of the NSC or equivalent, and to set stipulations regarding other forms of prior learning for entry to approved and registered qualifications.
- 5.3 To provide broad a framework for the interpretation and application of general admission requirements to a qualification, and more specific additional admission requirements relevant to admission to a particular programme leading to a qualification.
- 5.4 To ensure adherence to School-specific admission requirements as contained in the respective School Calendars.

6 PRINCIPLES

The principles below demonstrate the SMU's commitment to admitting the very best students who demonstrate the potential to benefit from, and contribute to, the academic experience offered at the University:

- 6.1 **Equity and diversity:** The University values diversity and equitable access to opportunities and is committed to equality in education. To this end, prospective students are selected on the basis of their individual merits, abilities and aptitudes.
- 6.2 **Increase access to Higher Education by previously disadvantaged individuals:** The University seeks to overcome barriers to participation in Higher Education and to support each individual to develop to their full potential. Applicants who will be members of the first generation of their families to become university students are particularly encouraged to apply for admission.
- 6.3 **Access:** Admission is subject to the availability of places as determined by the Department of Higher Education and Training (DHET), approved SMU Enrolment Plan and annual enrolment targets. Where there are restrictions on the number of places the University can make available as determined by the regulatory and accrediting bodies, competition for places is often extremely high. This notwithstanding, all applications are given careful individual consideration and a holistic decision is made with regard to the individual's academic achievements and potential, taking into account the context and circumstances in which these were achieved.

- 6.4 **Internationalization:** As a South African University with a global awareness and orientation, the University welcomes applicants from South Africa, the SADC region and the rest of Africa, to benefit from the unique heritage of its academic programmes.
- 6.5 **Competiveness:** An applicant who meets the minimum admission requirements for a particular programme offered by the University does not automatically gain admission into that programme. The applicant may be denied admission on the ground of, amongst others:
- 6.5.1 Number of available spaces for the programme as determined by the SMU Enrolment Plan of the University approved by the Ministry of Higher Education, Science and Technology.
 - 6.5.2 Capacity of the physical and human infrastructure of the University, including but not limited to lecture venues, laboratories, carrying capacity of the training platforms, academic and administrative workforce, etc.
 - 6.5.3 Limitation of student numbers to be enrolled for a programme and additional requirements as determined from time to time by the professional bodies; and
 - 6.5.4 School and Departmental requirements, as approved by Senate contained in Academic Rules of the University, including School Calendars.

7 DETERMINATION OF THE NUMBER OF STUDENTS PER PROGRAMME

- 7.1 On the recommendation of the Senate, the Council of the University approves the Enrolment Plan and targets annually. The Plan provides the number of students that the University seeks to enroll in each School (per programme) for the following academic year.
- 7.2 Each School implements the approved Enrolment Plan, by determining the number of students it intends to enroll per programme, with due regard to available resources.

8 ADMISSIONS REQUIREMENTS

- 8.1 Admission requirements for a particular programme of the University are determined at three levels:
- 8.1.1 The Minister of Higher Education and Training determines minimum admission requirements for admission into Higher Education Institutions for holders of qualifications. For an example, Senior Certificate (SC) holders (learners who completed Grade 12 before 2008) and National Senior Certificate (NSC) holders (learners who completed Grade 12 since 2008). These requirements constitute legal requirements with which the University must comply when registering students.

- 8.1.2 Senate has a responsibility to approve the admission requirements for all the qualifications and may determine generic admission requirements for qualifications offered on particular NQF levels, e.g. Higher Certificate, Diploma, Bachelors, Postgraduate Diploma, Honours, Masters and doctoral qualifications. The approved minimum admission requirements will be published annually as part of the University Academic Rules.
- 8.1.3 Senate approves admission requirements determined by the Schools in respect particular programmes they offer. These admission requirements are published annually as part of the School Calendars.
- 8.2 The requirements determined at these three levels, collectively constitute admission requirements for each programme on the approved Programme and Qualification Mix (PQM) of the University.
- 8.3 In addition to the above and subject to approval by Senate of the University, the admission requirements may include the following:
 - 8.3.1 SC or NSC for undergraduate programmes or an undergraduate qualification for a postgraduate qualification;
 - 8.3.2 Admission Point Scores (APS) in respect of NSC applicants, School and programme specific requirements;
 - 8.3.3 Admission Point Scores (APS) in respect of NSC applicants who have upgraded some of their Grade 12 subjects, in accordance with School and programme specific requirements;
 - 8.3.4 Personal interviews;
 - 8.3.5 Portfolios of evidence;
 - 8.3.6 Recognition of Prior Learning;
 - 8.3.7 South African Qualifications Authority (SAQA) or Universities South Africa (USAF) certification equivalence in case of international students;
 - 8.3.8 Special provisions for transfer students; and
 - 8.3.9 Compliance with statutory requirements, inclusive of those applicable to international students.

9 READMISSION OF CONTINUING STUDENTS

- 9.1 Students who have been registered for a programme offered by the University must register annually until they complete the programme, subject to the University rules.
- 9.2 A student may be deregistered and refused permission to register on the ground of poor academic performance. The progression requirements and the standards for each programme are set out in the General and School Rules.

10 APPLICATIONS MANAGEMENT AND MANNER OF SELECTING APPLICANTS

- 10.1 Prospective students must apply for admission to any of the programmes on offer at SMU before the closing date if they were not registered at SMU at the end of the academic year.
- 10.2 These prospective students must submit their applications in the prescribed format by no later than the closing date and must pay a non-refundable application fee in advance if applicable.
- 10.3 The closing dates for application are determined annually by Senate and are available on the University website.
- 10.4 Applicants are required to submit all relevant and required documentation to enable their applications to be considered. Incomplete applications will not be considered as they will be declared invalid, and no further correspondence will be entered into with applicants who have submitted incomplete documentation. The following procedure will apply to ensure effective and efficient management of applications:
 - 10.4.1 The University receives applications by the closing date determined by Senate on an annual basis.
 - 10.4.2 Applications are then verified and validated for completeness and compliance by the Enrolment Management Unit in the University Registrar's Office.
 - 10.4.3 Application data is presented to the School Selection Committee for pre-selection/selection on a date determined by the Registrar's Office in a format prescribed by the Registrar's Office, after consultation with the Deans.
 - 10.4.4 For undergraduate students who had applied using Grade 11 or June Grade 12 results, only provisional admission offers will be granted, subject to the receipt of final Grade 12 results, to enable the University to make informed final decisions.
 - 10.4.5 Students are informed of the decisions of the University via on-line platforms and telephones where the situation so demands.
 - 10.4.6 Each offer letter issued to student will have an expiry date and time.
- 10.5 Applicants requiring special support must disclose the nature of their disability at the time of application.
- 10.6 The admission of students into postgraduate programmes and Short Learning Programmes and their selection take place in accordance with the General Rules, School Rules and relevant procedures as determined by Senate from time to time.

- 10.7 In respect of undergraduate programmes, the University considers applications for admission from applicants who have already completed Grade 12 or an equivalent qualification as well as applicants who are sitting for final Grade 12 or equivalent examinations before the commencement of the academic year for which they apply for admission. Applicants who are yet to sit for final Grade 12 Examinations or equivalent examinations will be considered on the basis of their final Grade 11 (or equivalent) academic results.
- 10.8 Applicants who meet the admission requirements for a programme (including applicants who meet the admission requirements on the ground of their final Grade 12 results), may be:
- a. Admitted (unconditionally or conditionally, as the case may be);
 - b. Provisionally selected; or
 - c. Refused admission (not admitted) on justifiable ground, that the programme is oversubscribed.
- 10.9 The decision contemplated under 10.8 above is informed by the following considerations, amongst others:
- a. The admission requirements of the programme;
 - b. Proven and past academic performance of the applicant;
 - c. Number of available study spaces in a programme as determined by the Enrolment Plan and targets; and
 - d. Whether the student has rewritten Grade 12 or has upgraded his or her Grade 12 results.
- 10.10 Prospective students who have been provisionally selected (conditionally selected), may still not be admitted to the University, if in the exclusive opinion of the University, there are other applicants who have demonstrated better potential to successfully complete the programme concerned than those who had been provisionally selected.
- 10.11 Applicants who have been admitted must register by the registration date communicated to them. Study spaces not taken by the date indicated in their offer letter, email or any other electronic communication mechanism shall be offered to other applicants, unless if the study spaces are still available by the final date allowed for registration.

11 TRASFER STUDENTS

Transfer students' application for admission are processed by the relevant Schools, guided by the General and School Rules of the University; the academic performance of the student; the admission requirements for each programme; and the available study spaces as determined by the Enrolment Plan and targets for the year. The University shall, on an annual basis, through the annual enrolment planning instrument, determine:

- a. the total number of applicants from the University to be admitted into undergraduate programmes of the University; and
- b. the total number of applicants to be admitted from other higher education institutions.

12 LANGUAGE OF TEACHING AND LEARNING

English is the language of teaching and learning for all programmes at SMU.

13 GENERAL MATTERS

- 13.1 Admission of international students is subject to compliance with requirements as stipulated in the Immigration Act no 13 of 2002, as amended, and the attendant regulations published from time to time and the relevant University policies.
- 13.2 Although the various responsibilities relating to selection and admission are shared across Schools, Registrar's Office, International Office, the Dean of a School has the final decision in respect of selection and admission.
- 13.3 An applicant who has applied for admission to a particular programme and satisfies the minimum requirements for admission, but has been declined admission, may request written reasons for such a declination from the Dean concerned.
- 13.4 The University reserves the right to revoke or amend the admission status of the applicant, cancel the registration of an applicant or student who provided incorrect information and documentation to an application for admission or readmission, who chose to omit material information or documentation to an application for admission or readmission.
- 13.5 In its absolute discretion, the University may refuse admission to an applicant to any programme where it believes that:
 - 13.5.1 The applicant has previously been excluded from the University for any reason;
 - 13.5.2 The applicant is currently indebted to the University;
 - 13.5.3 The applicant has been excluded or had their enrolment cancelled at any other South African University
 - 13.5.4 The applicant or the presence of the applicant poses a risk to the students and/or staff of the University or the wider University community;
 - 13.5.5 The applicant may prejudice the reputation, management, good governance or discipline of the University;
 - 13.5.6 Applicants dissatisfied with a decision to refuse admission may lodge a complaint with the Registrar's Office within ten (10) business days of receipt of the notification.

13.6 In order to give effect to this Policy, each School will develop admission requirements for each of its academic programmes, submit them to Senate for approval before they are published to the wider public.

14 POLICY REVIEW

The Policy will be reviewed after three (3) years.

~END~