



13.2 Admissions Policy

1. POLICY INTENTION

The Admissions Policy finds purpose in regulating the admission of students at the Vaal University of Technology (VUT), subject to stipulations of section 74 (1) of the Higher Education Act, 1997, (Act 101 of 1997), as well as a policy document on the requirements for admission to study at a technikon, which was approved by the Committee for Technikon Principals (CTP) in November 2002, and the Statutes of the VUT.

This policy and its rules and procedures replace all previous policies and/or circulars on the admission of students to study at the VUT. All previous policies, rules and procedures will be rendered obsolete by this policy as approved.

2. POLICY AIM AND OBJECTIVES

The aim of the Admissions Policy is to effectively facilitate the admission and registration process for all applicants who meet the minimum VUT admission requirements in a particular programme.

In terms of the stated aim, the objectives of the Admissions Policy are to ensure that:

- a) applicants applying for admission will not be discriminated against on the basis of race, colour, religion, gender, disability or nationality, in accordance with policies and regular practices of the VUT;
- b) projections of the number of students to be admitted and enrolled in any year at the VUT will be determined by each faculty and approved by the Senate of the Vaal University of Technology, based on firstly, meeting national enrolment benchmarks as determined by the Department of Education (DoE); secondly, the capacity of the institution to meet the educational and other needs of students, and / or thirdly, registration levels approved for budgetary or other appropriate purposes;
- c) admission of an applicant to a specific faculty, department and programme of the VUT will be governed by the General Rules as reflected in the Prospectus of the VUT and specific rules set out by the relevant academic faculties;



- d) when, at any time, the number of qualifying applicants for admission exceeds the number of prospective students that can be admitted and enrolled, final admission will be on the basis of the VUT's evaluation of the applicant's potential for satisfactory performance in the specific programme to which the applicant seeks admission. Meeting the minimum requirements is, therefore, not necessarily a guarantee for admission into a particular instructional programme;
- e) provided that the criteria set out below are met, this policy of competitive admissions will not prevent the admission of selected applicants. Applicants who firstly, give evidence of possessing special talents; secondly whose admission contributes to achieving equity considerations within the total number of students admitted and enrolled; or thirdly who seek educational programmes not readily available at other institutions.

3. CLARIFICATION OF TERMINOLOGY

In this policy, unless otherwise stated:

“admission” means permission granted by a department to an applicant to commence studies, thereby allowing the applicant to register for a specific programme in a specific semester or year.

“Council” means the Council of the Vaal University of Technology, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

“official language” means a language selected from amongst Afrikaans, English, Isindebele, Sesotho sa Leboa, Sesotho, siSwati, Xitsonga, Setswana, Tshivenda, Isixhosa and Isizulu. The VUT considers English as the official language of its business.

“National Senior Certificate” means the school leaving certificate conferred by Umalusi as from 2008 in terms of the provisions of the National Curriculum Statement.

“programme” means any formal programme of higher education and training offered by the VUT, in respect of which a VUT certificate is issued on its successful completion.



“prospective student” means a person who applies to become a first-time student at the VUT.

“registration” means the formal administrative process during which the biographical and academic information of a prospective student or a student who is continuing his / her studies is recorded and the fixed fees are paid after which his / her official status as a student of the VUT, is confirmed.

“Senate” means the Senate of the VUT, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

“Senior Certificate” means a school-leaving certificate conferred by the South African Certification Council.

“Umalusi” means the Council for Quality Assurance in General and Further Education and Training.

“university” means any institution of higher education established in terms of the Higher Education Act, 1997 (Act 101 of 1997) with a view to the provision of university education.

“university certificate” means any certificate, diploma or degree issued on the successful completion of a university education.

“VUT” means the Vaal University of Technology, duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act 101 of 1997).

4. POLICY FRAMEWORK

The Admissions Policy should not be operationalized in isolation, but with due consideration and application of the rules and procedures stipulated in other relevant VUT policies pertaining to Teaching & Learning; Resources and Planning as well as Institutional Support.

5. POLICY PROVISIONS

The Admissions Policy differentiates between admission requirements for undergraduate qualifications and requirements for degree or post graduate qualifications. It further stipulates admissions through transfer through



preparatory courses; admission of international students; re-admission requirements; appeals against admissions and registration rules.

5.1 Undergraduate Admission Requirements

Entrance requirements to any programme at the VUT will be considered in terms of students holding a South African Senior Certificate; or a Matric Certificate; or N3 Certificate; or the South African National Senior Certificate (NSC). Criteria for persons not meeting the minimum requirements are indicated and the necessary documentation required to be considered for admission to the VUT is stipulated.

5.1.1 Entrance Requirements

All applicants will be selected on merit by the department concerned and such selection may include selection and / or placement tests. The Admissions Policy will consider the application of any person in meeting the entrance requirements for a VUT programme in terms of students holding a South African Senior Certificate; or a Matric Certificate; or N3 Certificate; or the South African National Senior Certificate (NSC).

a) **Students holding the South African Senior Certificate / Matric Certificate / N3 Certificate**

The minimum entrance requirement for admission to the VUT is a Senior Certificate or equivalent qualification. A pass mark is required in English, as it is the language of instruction at the VUT. If an applicant is in possession of an N3 qualification as an entrance requirement, it should reflect at least four passed subjects, plus pass marks in two official languages (of which one must be English), at least at Senior Certificate level (SG). Additional requirements are specified for each course / instructional programme in the relevant faculty prospectus. Selection will be based on the points obtained according to the Swedish Point System (SPS).

b) **Students holding the South African National Senior Certificate (NSC)**

The minimum requirement for admission to undergraduate diploma study is a National Senior Certificate (NSC), as certified by *Umalusi*, with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects. Additional requirements are specified for each course / instructional offering in the



relevant faculty prospectus. Selection will be based on the points obtained according to the Admission Point System (APS).

c) Persons who do not meet the minimum requirements for admission

Applicants who do not meet the minimum criteria for admission as outlined in 5.1 above may be admitted if they meet any of the following criteria (at the discretion of the Senate of the Vaal University of Technology). **Firstly**, applicants in possession of a Senior Certificate or equivalent qualification with pass marks in such subjects are required for the specific field of study and are 23 years of age and above may be considered for admission. **Secondly**, applicants may be admitted on the basis of recognition of prior learning (RPL) in cases where such prior learning is assessed as equivalent to entry requirements as outlined in 5.1 above. Such applicants must provide evidence of such learning acceptable to the VUT for consideration. Procedures for such alternative admission are contained in the RPL Rules and Procedure document contained in Annexure A. **Thirdly**, applicants with foreign qualifications or qualifications deemed equivalent to qualifications outlined in 5.1 above will be considered based on advice from a recognised equivalence setting body such as SAQA or HESA.

5.1.2 Required Documentation:

All applications for admission must be accompanied by certified copies of the following documentation

- a) Standard 10/ Grade 12 / Matric / SC / NSC or equivalent certificate.
- b) Certificate of conduct (if previously enrolled at another tertiary institution).
- c) Full Academic Transcript (if previously enrolled at another tertiary institution).
- d) Documentary evidence of all other formal qualifications attained.
- e) Valid South African Identity Document.
- f) A valid study permit (in the case of international students).

5.1 Degree and Postgraduate Admission Requirements

5.2.1 Admission through a VUT undergraduate diploma



Admission to a degree programme will be by means of a selection process for those students who, in the opinion of the Senate of the Vaal University of Technology, have demonstrated sufficient academic readiness to pursue a degree in their chosen field of study.

5.2.2 Admission through the National Senior Certificate

In order to be eligible for admission to a degree programme applicants holding a South African National Senior Certificate need to pass a minimum of four subjects a rating of 4 (Adequate Achievement, 50-59%) or better from the DoE designated list of subjects, inter alia Accounting; Agricultural Sciences; Business Studies; Dramatic Arts; Economics; Engineering Graphics and Design; Geography; History; Consumer Studies; Information Technology; Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects); Life Sciences; Mathematics; Mathematical Literacy; Music; Physical Sciences; Religion Studies; and Visual Arts.

5.2.3 Admission through the Senior / Matric / Std10 Certificate

Admission into a degree or course will be as outlined in 5.1 above.

5.3 Admissions by Transfer

5.3.1 Admission and registration by transfer from another tertiary institution will be conditional upon the following:

- a) Satisfactory academic record provided from the tertiary institution previously enrolled at.
- b) Certificate of good conduct provided from the tertiary institution previously enrolled at.
- c) Proof of no outstanding student debts from institution(s) previously enrolled at.
- d) Approval by the relevant Head of Department (HoD).
- e) Availability of space in the academic programme that the applicant is applying for.

5.3.2 Admission and registration by transfer from another Campus / Department will be at the discretion of the Executive Dean of the receiving Faculty.



5.4 Admissions Through Preparatory Courses

Admissions into undergraduate programmes effected through extended / introductory / bridging / foundation and similar courses will be based on satisfactory performance in these courses, the criteria of which will be determined by the Senate of the VUT.

5.5 Admissions of International Students

Applications for admission of international students will be administered through the Office for International Relations. Admissions of foreign students will be based upon the submission of all required documentation as required by the Department of Foreign Affairs, evaluation of qualifications by a recognised equivalence setting body and approval by the receiving faculty.

5.6 Re-Admission

All continuing / returning (senior) students of the VUT will be required to re-register each semester / year. Such re-registration will be denied in the following cases:

- a) Students who fail to obtain a pass grade in at least 50% of the subjects / modules registered for.
- b) Senior students who fail a subject twice.
- c) Students who fail to obtain the qualification registered for within the minimum admissible period of time.

The registration rules support this Admissions Policy are outlined in section 5.8 of this policy.

5.7 Appeals Against Admission Decisions

All applicants have a right of appeal against an admission decision. Appeals concerning individual admission decisions must be lodged with the VUT Registrar.



5.8 Registration Rules

The Registration Rules as outlined below supplement and give effect to the Admissions Policy of the Vaal University of Technology and should therefore be read in conjunction with this policy. The rules should also be read in conjunction with the General Rules for Students.

5.8.1 Eligibility for registration

Students may not register for a course unless an offer of a place in the course has been made, the offer has been accepted in the prescribed manner and all the conditions for registration have been met, as prescribed the Senate of the VUT.

5.8.2 Responsibility for correct registration

Students are responsible for ensuring that they are correctly registered for each semester / year.

- a) Correct information
Students must ensure that information required on the registration form is complete and correct.
- b) Correct subjects
Subjects must be entered correctly by subject code, and must be part of the course in which the student is enrolled.
- c) Prerequisites
Students can only register for subjects for which prerequisites have been met. Students who register for subjects for which they do not fulfil the necessary prerequisites will automatically be blocked / deregistered by the Student Administration Section, unless such registration has been allowed by the relevant HoD (or relevant Executive Dean). Such acceptance has to be accompanied by a motivation from the relevant HoD or Executive Dean.
- d) Due dates
All registration conditions, including the payment of fees, must be met by the specified due date.



5.8.3 Registration forms

In order to effect registration, students must complete all relevant sections of their registration form and sign the declaration on the form.

5.8.4 Payment of fees

- a) **Registration and the payment of fees**
The payment of fees associated with registration as a student at the VUT is an integral and compulsory component of the registration process. Registration is not complete until all fees associated with such registration have been paid.
- b) **Fees payable at registration**
The fees payable at registration include any fees or other charges outstanding from previous academic years or semesters; course or tuition fees, if applicable; the applicable fee for late registration, if registration is done after closing date and any other fees as may be determined from time-to-time.
- c) **Amounts payable**
The amount payable for a particular fee in a particular year is published in the Schedule of Fees which is obtainable from the Finance Department.
- d) **Due dates for payment**
Fees associated with registration will be paid by the due date for payment. The annual due dates for payment are published in the Academic Calendar section in the VUT Prospectus; the Student Information Booklet issued to students at registration; and on individual notices or invoices issued to students.
- e) **Late fees**
Students who do not enrol by the advertised last date for registration must, if permitted to enrol late, pay a late registration fee.
- f) **Extension-of-time for payment**
An extension of time for the payment of fees associated with registration will not normally be granted. Where an extension-of-time is granted, a deferred payment fee may also be payable.



- g) **Waiver of fees**
Fees associated with registration will not normally be waived. Exceptions to this can only be allowed by the Rectorate.
- h) **Liability for additional costs**
Costs incurred by the VUT in seeking to collect fees associated with registration will be charged to the student's account and will be considered as an additional cost associated with the student's registration.
- i) **Refunds for cancelled courses**
Students, who withdraw from a subject by the published closing date for changes in registration status for the period, will not incur a financial liability for that subject. If a student has paid any fees towards that subject or subjects before withdrawal, the student will receive a refund of the fees paid. Students, who withdraw from a subject after the published closing date for changes in registration status, will incur a financial liability for that subject that may vary from one academic year to the next. Enquiries should be directed to the Student Administration Office.

5.8.5 Selection of subjects

The following restrictions to subject selections will apply:

- a) **Approval of subject selections**
All subject selections must be done in conjunction with and / or be approved by the relevant HoD. Registration forms must be signed by the HoD before being lodged with the Student Administration Office.
- b) **Maximum subject load**
Students may not enrol for more than the normal subject load for each session, except with the permission of the HoD. The normal subject load for each qualification is stipulated in the VUT Prospectus.
- c) **Restrictions on subject registration**
The HoD may place restrictions on the number of subjects / courses / modules students may register for in a given semester / year and / or may specify particular subjects / courses / modules students have to take.



- d) Subject quotas
Students may be prevented from enrolling in particular course / module due to subject registration quotas.

5.8.6 Prerequisites

- a) Failure to meet prerequisites
Registration in a subject / course / module is null-and-void if students have not met the prerequisite / s for that subject / course / module. See point 2.3 above.
- b) Changes to prerequisites
Students will not be disadvantaged by any change of prerequisites provided that the student remains continually registered in the course. Should students withdraw from a course and be subsequently re-admitted, the new prerequisites will apply upon re-admission.

5.8.7 Student identification

- a) Student numbers
Upon initial registration at the VUT, students will be issued with a student number which must be quoted in all correspondence with the VUT. This number will be retained by a student and used whenever the student commences a new course with the VUT.
- b) Identification cards
Issue of cards: Students enrolling for the first time with the VUT will be issued with an identification card. Students re-enrolling with the VUT will have their identification card validated as current for the period of their re-registration.

Use of cards: An identification card is a student's authority to access a range of the VUT's services and facilities as determined by the VUT; including the authority to attend classes, receive teaching materials, access to the examination venues and to borrow specified materials from the VUT.

Obligations regarding use: Acceptance of an identification card confirms that a student undertakes to use the card for the purposes for which it is issued and therefore accepts the rules or conditions, as amended from time-to-time, which are specified in relation to any of those purposes.



Replacement of cards: Identification cards will be replaced subject to the payment of a prescribed fee.

5.8.8 Personal data

- a) **Responsibility for personal data**
Students must notify the Student Administration Office of any change of name, address, cell phone number or other data recorded on their registration form. Students will be asked to check all personal data at each registration session, but they must advise the Student Administration Office of changes as they occur by completing a change of details form available for this purpose at the Student Administration Office, or by writing to the Student Administration Office.
- b) **Appeals against decisions**
Failure to inform the Student Administration Office of changes to personal data will not be accepted as grounds for appeal against any VUT decisions.
- c) **Preferred forms of communication**
The preferred method of communication to students is through the VUT allocated e-mail address of each student. It is therefore the student's responsibility to check e-mails regularly. Failure to comply with this provision will not be accepted as grounds for appeal against any VUT decisions. Information will also be communicated to students via short message service (SMS). It is therefore incumbent on the student to ensure that the VUT has on record their current cell phone numbers at all times, when available.

5.8.9 Confirmation of registration

Students are required to confirm their registration by the published closing date for changes in registration status specified in the Academic Calendar by checking the information on a form issued by the Student Administration Office which shows each student's registration status.



- a) Corrections to registration
Corrections to registration resulting from the registration confirmation must be lodged with the Student Administration Office by the published closing date for changes in registration status.
- b) Late corrections
Corrections to subject registration after the published closing date for changes in registration status will not be entertained.

5.8.10 Re-registration

All continuing students are required to re-register each semester / year by a date specified in the Academic Calendar. Students who fail to re-register by such date will incur a late registration fee.

5.8.11 Addition of subjects

- a) Application
Applications to add a subject should be made on the relevant form available from the Student Administration Office.
- b) Deadlines
Subject to a place being available in a subject, registered VUT students may add subjects to their registration by the final date published for this purpose in the VUT Academic Calendar.
- c) Applications received by the deadline
The Student Administration Office will process an application received by the deadline provided that there is a place available in the subject and the student is eligible to enrol in the subject. Such an application must be signed by the relevant HoD.
- d) Applications received after the deadline
The Student Administration Office will decline an application received after the deadline. In exceptional cases, the Executive Dean of the Faculty will have the discretion to recommend such an addition.



e) Notification

Students will receive written advice regarding their application from the Student Administration Office.

5.8.12 Cancellation of subjects

a) Application

Students must advise the Student Administration Office in writing of their intention to cancel a subject. In order to avoid a fail grade in a subject, notification of withdrawal should be received by the Student Administration Office before the published closing date for subject withdrawals for the particular registration session.

b) Withdrawal by the published closing date

If a student notifies the Student Administration Office of the cancellation of a subject by the published closing date for the session registration in the subject will not be recorded on the student's transcript. If a student withdraws from all subjects by the published closing date for the session, the student will be considered not to have registered and will be withdrawn from the course / programme. The appropriate form obtainable from the Student Administration Office will have to be completed and signed by the relevant authorities to effect such withdrawal.

5.8.13 Closing dates for registration

Closing dates for registration for each session are published in the annual academic calendar. Except through special permission from Rectorate, no late registrations will be allowed.

5.8.14 Refusal of registration

a) Students who are indebted to the University by reason of non-payment of any fee or charge, and who fail to make satisfactory settlement of indebtedness after receipt of due notice, may be refused registration or have their registration cancelled.

b) Students who fail to show satisfactory academic progress, after due warnings have been served on them, will be refused registration or have their registration cancelled.



- c) Students who fail to disclose such information as is required for registration, or deliberately falsify information to effect registration, or conduct themselves in a manner that contravenes the provisions of any policy, rule, regulation or the Statute of the Vaal University of Technology, will be refused registration or have their registration with the VUT cancelled.
- d) Transferring students who fail to disclose a full academic record and / or Statement of Conduct from the transferring institution will be denied registration or have their registration with the Vaal University of Technology cancelled.

5.8.15 Classes

Students are required to present themselves for all scheduled classes and tutorials from the commencement of the annually advertised academic programme.

5. POLICY MANAGEMENT

The Admissions Policy is developed in accordance with the provisions of the Higher Education Act (101 of 1997 as amended), the Statute of the Vaal University of Technology as well as the following documents:

- a) Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (DoE 2005);
- b) The policy document on the Requirements for Admission to Study at a Technikon (CTP 2002);
- c) Promotion of Access to Information Act (2 of 2000);
- d) National Senior Certificate (NSC): A qualification at level 4 on the NQF (July 2005);
- e) Government Gazette no. 29851 of 2007 – Amendments to the programme and promotion requirements of NSC (April 2007);



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- f) National Certificate Vocational NC(V): A qualification at Level 2; 3 & 4 on NQF (March 2006); and
 - g) The requirements as stipulated in the Higher Education Qualification Framework (HEQF).

Approved by Senate on 08/ 09/ 2008
Approved by Council on 09/ 09/ 2008