



## ***Selection Policy: School of Clinical Medicine 2024 Selection for the 2025 student intake MBChB***

### ***General information***

***Please note: Admission to the MBChB programme is subject to selection. More information will be provided in this policy document.***

- Any candidate can apply for admission to the first year of the MBChB programme if he/she complies with the minimum criteria as stipulated in this policy document:
  - It is acknowledged that students and doctors are national assets, but students from certain areas in South Africa are regarded as the main responsibility of the University of the Free State (UFS) for possible selection (see reference to Overall Selection Point (OSP) for more detail).
  - A concerted effort is made to accommodate candidates from a previously disadvantaged academic background who demonstrate the necessary potential and a reasonable ability to attain success in their course and to address the provincial demographic distribution of the population.
  - The selection process of candidates already studying medicine at another South African university will be done according to an agreement reached by the South African Committee of Medical Deans [SACOMD] (2015). Approval must be obtained from the dean of the faculty where the student is currently registered before an application will be considered. Thereafter, the progress of candidates from another university/programme will determine at which stage (year) of the UFS's MBChB programme the student will be allowed. Only in exceptional cases and with the recommendation of the Selection Committee of the Schools of Medicine and approval of the Dean of the Faculty of Health Sciences will such a student be admitted to selection in another programme in this faculty.
  - Students will be informed via SMS and email of the outcome of the first round of selection by 1 September 2024.
  - Up to 100 pre-provisional selection offers can be made to top achievers.
- A holistic approach is important in the selection process, which is based on a points system that includes academic achievement, international, national, and provincial non-academic achievements (including cultural activities and sports):
  - Selection of students will be made using specific selection criteria as stipulated in this policy document.
- The applicant is responsible for providing the university with a completed application and selection forms, additional documentation as stipulated, as well as the official academic results as required. Failing to ensure that complete documentation is submitted or submitting incorrect or fraudulent documents may result in the applicant being excluded from consideration for selection. No applications will be processed while the fully completed forms, documentation and results are outstanding:
  - Students are required to complete a health questionnaire as part of the formal application process.
  - Applicants who have been selected for the programme may be required by the Selection Panel to provide a report on their medical conditions, if indicated in the health questionnaire, to the Selection Committee to determine whether there are students with such disabilities that would make them unfit for medical studies.

- At its own discretion, the faculty reserves the right to require immunisation against diseases from time to time before admitting students to any further academic year or semester during their studies. As far as the MBChB programme is concerned, immunisation against Hepatitis B is required *beforehand*, and written proof needs to be provided at first admission and registration.
- The faculty follows the guidelines for immunisation as contained in the latest approved official policy document. The full policy document is available at Undergraduate Student Administration, Faculty of Health Sciences, University of the Free State.
- All students with pre-existing health conditions must be aware before taking up the selected places that they will be exposed to patients with infectious diseases during compulsory clinical rotations, which might affect their health. In these cases, it will be the student's responsibility to take the necessary precautions to prevent illness. All students will be expected to fulfil all the rotation requirements of the programme.

### **General principles**

- Mainly, South African students are selected for studies in the MBChB (Medicine) programme due to the high costs involved in the training of such students:
  - Regarding the SADC countries\*, candidates will be selected in compliance with the policy agreement between the National Department of Health and medical schools. (\*Currently, five places will be reserved for applicants from Lesotho.)
  - Students from Namibia and Botswana are not part of the above agreement but will be considered for selection in exceptional cases if they have proof of permanent residence or are South African citizens. Only a limited number will be accommodated as per the Selection Committee's decision.
- There will be a strict enforcement of the closing date for applications (31 May of the preceding year) for selection for all applicants.
- A maximum target of up to 180 candidates (including five students from SADC countries – currently, Lesotho, students repeating the first academic year and students who have interrupted Semester 1 in the MBChB programme) will be selected proportionally in two groups (male/female), with a minimum representation of 40% for either gender. The selection process will continue on dates as determined by the Selection Committee if there are any cancellations of the candidates already selected with the view to registering the allowed 180 students.

### **Minimum selection criteria: School-leaving applicants (Matriculants)**

Applications that do not adhere to the minimum requirements will not be considered for selection. Applicants should ensure that they meet the following minimum criteria before submitting their applications:

- A minimum **Admission Point (AP)** of 36:
  - The **Admission Point (AP)** is calculated according to the four (4) compulsory subjects in the National Senior Certificate (NSC) assessment: (i) English or Language of Instruction (note that the UFS' language of instruction is English), (ii) Mathematics, (iii) Physical Sciences and (iv) Life Sciences, as well as the best of two (2) subjects on the designated list of school subjects passed. The subject Life Orientation with an achievement level of 5 or higher receives only one (1) point.

NSC; Achievement level	UFS Admission Point
7 (90% - 100%)	8
7 (80% - 89%)	7
6 (70% - 79%)	6
5 (60% - 69%)	5
4 (50% - 59%)	4
3 (40% - 49%)	3
2 (30% - 39%)	2

- **Compulsory subjects and minimum average mark:** A minimum average mark at achievement level 5 (60%) is required for each of the following compulsory subjects:
  1. Language of Instruction
  2. Mathematics
  3. Physical Sciences
  4. Life Sciences

***Minimum selection criteria: University-experienced applicants (Senior applicants)***

Applicants with relevant university experience gained at a registered Higher Education Institution after completing their matric examinations (National Senior Certificate) should ensure that they meet the following minimum criteria before submitting their applications. Applications that do not adhere to the minimum requirements will not be considered for selection.

- **General information:**
  - Only a limited number of applicants (as per set annual targets) from this category will be selected for the MBChB programme.
- **Applicants without a completed degree (any degree not yet obtained):**

For the selection of candidates who have completed one or more years of a programme/degree at an accredited university that does not fall within the Health Sciences, the applicant must ensure that he/she complies with the following to qualify for selection:

- The Grade 12 marks attained by students who have already passed Grade 12 will be considered in addition to their post-school achievements at higher education institutions. They must fulfil the minimum requirements for Grade 12 applicants without further achievements/school leaving applicants.
- A senior student can apply for selection while studying for his/her 1<sup>st</sup> degree in the year of study. The applicant must have **completed at least one year** of a mainstream programme/course for a registered qualification. The applicant will be provisionally selected on his/her 1<sup>st</sup>-semester results during the selection process with conditions. Therefore, candidates who are selected based on their 1<sup>st</sup>-semester results must submit their final marks for their first year completed to receive confirmed selection. If applicants who are selected do not comply with the conditions and do not maintain their academic level during selection, they will forfeit their selection position, and the Selection Committee will use the procedures as described in this policy document to select additional applications in those places.
- Students who are in extended programmes or bridging programmes will not be considered for selection.
- The applicant must obtain a **minimum average mark of at least 70% at a university** (75% if the applicant studied at a university of technology or other higher education institution) for all the completed year(s) of the current programme/course/degree for which he/she is registered.

- A candidate must be registered for at least the **minimum credits** (full curriculum as set out in the regulations of the programme) required to pass a year of any programme.
- *Applicants with a first degree already obtained:*

Students who have already obtained a first degree but are not yet enrolled for another degree/programme must comply with the following:

- The last programme should be completed by the applicant in no longer than the allowed minimum period plus one year.
  - The applicant must obtain a **minimum average mark of at least 70% at a university** (75% if the applicant studied at a university of technology or other higher education institution) for all the modules/subjects he/she was registered for the mentioned degree.
  - A candidate must have been registered for at least the **minimum credits** (full curriculum as set out in the regulations of the programme).
  - The Grade 12 marks attained by students who have already passed Grade 12 **can be** taken into account in addition to their post-school achievements at higher education institutions.
- *Applicants with a first degree already obtained and currently enrolled for the following/another degree:*

Students who have already obtained a degree and are currently enrolled for a following/another degree must comply with the following:

- The last programme should be completed by the applicant in no longer than the allowed minimum period plus one year.
- The applicant must obtain a minimum average mark of at least 70% (75% if the applicant studied at a university of technology or other higher education institution) for all the current modules/subjects he/she is registered for, excluding those modules completed in the previous degree(s) obtained.
- If marks for the current modules/subjects are not yet available, the candidate will be selected based on the paragraph above: "Applicants with the first degree already obtained".
- A candidate must be registered for at least the minimum credits (full curriculum as set out in the regulations of the programme) required to pass a year of any programme.
- The Grade 12 marks attained by students who have already passed Grade 12 can be considered in addition to their post-school achievements at higher education institutions.

### ***The selection criteria***

- **Target** - The following targets are set for the selection of 180 students annually:
  - Selected proportionally in two groups (male/female), with a minimum representation of 40% for either gender.
  - Race population excluding the White population will be at least 70%, taking the demographic composition of the target region into account.
  - SADC Allocation – Lesotho: Five students.
  - School-leaving students are defined as students coming from Grade 12 and are NOT enrolled for formal studies at a Higher Education Institution or students who have taken a "gap year" after Grade 12.
  - Senior students will be at least 20%
- **Selection of school-leaving and senior applicants** – A selection listing system (called the merit list) will be used to capture and organise the applicants' information for the selection

process. Placement of applicants on the merit list will be based on the overall selection point (OSP) as calculated by applying the selection criteria as stipulated below:

- Selection will be done separately for school-leaving and senior applicants according to the predetermined targets.
- The selection panel, when considering senior students, will consider the following:
  - Degree: completed degree/partially completed degree, e.g., Bachelors, Honours, Masters, PhD
  - Institution
  - Marks
  - Programme, e.g. Law, Agriculture, BSc, etc.
- The selection panel will be presented with anonymised data, and their decision will be final.
- For A-level students, the UFS selection criteria will be applied for conversion and will be presented to the selection panel.
- **Overall Selection Point (OSP)** – Specific selection criteria will be used to calculate the overall selection point. Thereafter, the OSP will be used to rate the applicants on the merit list:
  - The maximum OSP points that can be attained by an applicant is 118. The calculations are based on the academic achievement (100 points) and non-academic achievements in Grades 11 and 12 or achievements after obtaining the NSC (18 points).
  - Students will be selected by making use of the relevant merit list as described.

### ***School-leaving students' overall selection point (OSP)***

- The OSP (maximum of 118) is calculated as follows:
  - A maximum of 100 points is allocated for academic achievement.
  - A maximum of 8 points is allocated for non-academic achievements on an international, national, provincial, regional, and school level (see below for more details).
  - A maximum of 8 points is allocated for the region of origin and attendance of a rural school (see below for more detail).
  - A maximum of 2 points for children of current university staff (see below for more detail).
- The 100% allocated points for the NSC marks (as part of the maximum of 100 points allocated for academic achievement) are calculated as follows:
  - The average of the four (4) compulsory subjects, namely (i) English or Language of Instruction, (ii) Mathematics, (iii) Physical Sciences and (iv) Life Sciences, will contribute 80%. The marks in November Grade 11 and June Grade 12 will be used for selection.
  - The average of the marks obtained in the other best two (2) subjects and Life Orientation in the NSC will contribute 20%.
- As far as the additional 18 points of the OSP (marks outside the 100 academic marks of the total of 118 marks) in the Overall Selection Point (OSP) are concerned, the following holds:
  - A point is allocated for non-academic achievements to a maximum allocation of eight (8) points (in Grades 11 and 12). This point is based on achievements in the following categories:
    - **Culture** (1-4) (differentiated between an international and national, provincial, regional, and school level).

- **Extracurricular activities (1-4)** (differentiated between participation at an international and national, provincial, regional, and school level).
- Points are allocated as follows:
  - 1 = School
  - 2 = Regional level
  - 3 = Provincial level
  - 4 = National and International level
- An additional point allocation concerning the **region of origin and attendance of a rural school** is done as follows (maximum allocation of 8 points):
  - Free State: 6 points
  - Northern Cape: 3 points
  - The rest of the regions in South Africa and outside South Africa: no points
  - Applicants from rural schools OR Quintile 1 and 2 schools anywhere in South Africa earn an additional 2 points once the quintile of the school has been verified by the National Department of Basic Education. This will be applied once the application system allows verification of Quintile 1 and 2 schools.
- An additional maximum point allocation of 2 points for children of current **UFS staff members**.

### ***Senior applicants without a completed degree (any degree not yet obtained)***

Specific selection criteria of the senior applicants **without a completed degree (any degree not yet obtained)** will be used to calculate the overall selection point to place candidates on the merit list for selection purposes. A total of 107 Overall Selection Points can be achieved with a maximum of 100 points for academic achievements and a *maximum* of 5 points for region of origin. An additional 2 points will be awarded to children of **current UFS staff members**:

- The average mark of all enrolled modules.
- An additional non-academic point allocation in respect of **regions of origin** (based on the region of the current higher education institution) is done as follows (*maximum allocation of 5 points*):
  - From the Free State - additional 5 points
  - From the Northern Cape - additional 3 points
  - Other regions in South Africa and outside South Africa: no additional points

### ***Senior applicants with a completed degree (any degree already obtained)***

Specific selection criteria for senior applicants **with a completed degree (any degree already obtained)** will be used to calculate the overall selection point to place candidates on the merit list for selection purposes. A total of 107 Overall Selection Points can be achieved with a maximum of 100 points for academic achievements and a *maximum* of 5 points for region of origin. An additional 2 points will be awarded to children of **current UFS staff members**:

- The average mark of all enrolled modules of the current qualification.
- The average mark of all enrolled modules passed in the previous tertiary degree obtained **can** be considered.
- An additional non-academic point allocation in respect of **regions of origin** (based on the region of the current higher education institution) is done as follows (maximum allocation of 5 points):
  - From the Free State - additional 5 points
  - From the Northern Cape - additional 3 points
  - Other regions in South Africa and outside South Africa: no additional points

The point system will be reviewed on an annual basis based on the previous year's selection process, outcomes, and experienced impact.

Additional marks that will be used during the selection process if a deadlock on the merit list is reached:

- **Academic Mark (AM)** is the average of the four (4) compulsory subjects, English or Language of Instruction, Mathematics, Physical Sciences and Life Sciences, and the best of two (2) subjects on the designated list of school subjects passed. The subject Life Orientation is not used in the calculation.
- **Science Mark (SM)** is calculated by the average of the following:  
A minimum average mark on achievement level 5 (60%) is required for each of the following and is a compulsory prerequisite:
  - Mathematics
  - Physical Sciences
  - Life Sciences

### ***Provisional selection***

The following rules apply to applicants selected prior to their final marks being available, whether NSC or completing the academic year as a senior student:

- The minimum selection criteria must be met (after writing).
- Marks must remain approximately the same: if marks dropped below the selected cohort, an applicant may be taken out of selection depending on the rest of the group.
- All required documents must have been submitted.

### ***Selection***

- The Faculty of Health Sciences does not consider/select second-choice applications.
- Selected candidates who do not respond within the prescribed period will not be selected/taken out of selection.

### ***The selection committee***

The Selection Committee for the MBChB programme will consist of the following members:

- Dean (1): Faculty of Health Sciences
- Heads (3): Schools of Clinical Medicine, Pathology and Biomedical Sciences
- Programme Director (1): Undergraduate Medical Programme
- Additional members were selected by the Heads of Departments from the three schools and appointed by the Faculty Board (at least one pre-clinical, 1x each school and one clinical and one from primary healthcare sciences) for a three-year term.
- Deputy Director: Faculty of Health Sciences.
- Coopted members for the Undergraduate Student Administration Office (non-voting members).
- MSA Student representative (non-voting member).