

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



# Admissions Policy

*Approved At Council 26 November 2021*

## POLICY STATEMENT

### 1. Preamble/ background

#### 1.1 National Level

- 1.1.1 The University of the Free State (UFS) is duly established under [the Higher Education Act No 101 of 1997, Chapter 4, para. 37](#), the Higher Education Qualifications Sub-Framework ( HEQSF), and the Policy and Criteria for Credit Accumulation and Transfer (CAT) within the National Qualifications Framework (as amended, 2020)
- 1.1.2 In terms of this Act, the Council adopts and publishes the Admission Policy of the University. The Act stipulates that the admission policy of a public higher education institution must provide appropriate measures for the redress of past inequalities and may not unfairly discriminate in any way. Subject to this Act, the council may, with the approval of the Senate - (a) determine entrance requirements in respect of particular higher education programmes; (b) determine the number of students who may be admitted for a particular higher education programme and the manner of their selection; (c) determine the minimum requirements for readmission to study at the public higher education institution concerned; and (d) refuse readmission to a student who fails to satisfy such minimum requirements for readmission.
- 1.1.3 The Higher Education Qualifications Sub-Framework (HEQSF) stipulates the minimum requirements for admission to a higher education institution from 1 January 2010 is the National Senior Certificate or the National Certificate (Vocational) as determined by the Minister of Higher Education, Science and Innovation in the Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (Government Gazette No. 32131 of May 2008 and the Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational) (Government Gazette No. 32743, of November 2009). All applicants must meet these minima to entry level higher education qualifications. Applicants with different qualifications may only be admitted if they are judged equivalent by the designated equivalence-setting bodies.
- 1.1.4 This [CAT Policy and Criteria](#) supports the objectives of the NQF that are designed to contribute to the full personal development of each learner and the social and economic development of the nation at large, and which: a. create a single integrated national framework for learning achievements; b. facilitate access to, and mobility and progression within, education, training and career paths; c. enhance the quality of education and training; and d. accelerate the redress of past unfair discrimination in education, training and employment opportunities.

	<p>1.1.5 All institutions must actively facilitate credit transfer and the bridging of theory and/or practice to enable access at appropriate points to the qualifications/part-qualifications that they offer.</p> <p><b>1.2 Institutional Level</b></p> <p>1.2.1 The UFS is a <b>research-led, student-centred</b> and regionally engaged university that contributes to development and social justice through the production of globally competitive graduates and knowledge. This admissions policy aims to achieve academic excellence, diversity, and inclusivity through innovative and transformative thought to pursue the delivery of excellent quality graduates and knowledge for the region, the continent, and the globe.</p> <p>1.2.2 In so doing, the UFS promotes the <b>elimination of past inequalities</b> and thus strives for equity in the race, sexuality, gender identity, sexual orientation and disability composition of the student body and in students' academic success. The UFS firmly believes that everyone has a right to further education which must, through reasonable measures, be made progressively available and accessible. This commitment requires admission processes that promote fairness concerning prospective students' recruitment, selection criteria, and placement opportunities.</p>
<p><b>2. Purpose</b></p>	<p>2.1 This policy aims to prescribe the requirements for admission to the UFS higher education learning programmes leading to the awarding of a qualification.</p>
<p><b>3. Scope</b></p>	<p>3.1 This is a University-wide policy that applies to all full-time and part-time students at the UFS, including occasional students in <b>formal programmes</b>, both undergraduate and postgraduate, in line with the General Rules of the University and the Faculty Specific requirements. Therefore, this policy does not apply to admission into non-formal programmes. The Short Learning Programmes are governed through the Policy on Short Learning Programme Provisioning at the University of the Free State (SLP policy) to promote lifelong learning opportunities. Further, the Procedural Directives for Short Learning Programmes provide a framework for offering and managing short learning programmes.</p> <p>3.2 The UFS commits itself to an equitable, transparent, and reasonable process for admission to all formal programmes aligned with the Statute Chapter XV 42 (Admission and registration), Chapter XVI 44 (Admission to qualifications) and the national regulatory framework and directives.</p> <p>3.3 This policy advances the objectives of access, redress, equity, quality, and success espoused in the Higher Education Act (101/1997 as amended). The <b>UFS reserves the right</b> to set specific admission requirements to particular programmes as</p>

	<p>confirmed in terms of section 37 of the higher education act. The UFS commits that these admissions requirements must, as far as possible, be predicated on considerations regarding student success in the programmes for which they are enrolled.</p> <p>3.4 Council and Senate fulfil a governance role concerning the UFS Admissions Policy.</p> <p>3.5 Where a possible conflict exists between the Admissions Policy and other UFS policies, the Admissions Policy shall supersede the other policy.</p>
<p><b>4. Definitions and abbreviations</b></p>	<p><b>Access:</b> Is the opportunity to pursue education</p> <p><b>Admission Policy:</b> Is a statement of the minimum requirements governing admission to register for a qualification at the University including occasional students in <b>formal programmes</b>, both undergraduate and postgraduate, in line with the General Rules of the University and the Faculty Specific requirements.</p> <p><b>Admission Point Score (APS):</b> Is a derived score that represents the applicant's matric marks (prelim and final) in the format that the UFS will assess admissions into a specific programme.</p> <p><b>Council:</b> means the Council of the UFS;</p> <p><b>Enrolment Plan:</b> refers to the UFS DHET approved, enrolment targets, and annual projections in respect of each qualification with the purpose of alignment to the agreed upon enrolment objectives;</p> <p><b>HEQSF:</b> Is the Higher Education Qualifications Sub-Framework- It is the revised version of the previous Higher Education Qualifications Framework (HEQF), one of the 3 sub-frameworks of the National Qualifications Framework (NQF). It constitutes Level 5-10 qualifications which must be accredited by the Council on Higher Education(CHE). The CHE is the Quality Council for this sub-framework and is responsible for the development, management, implementation of Level 5-10 qualifications that constitute this sub-framework.</p> <p><b>Matriculation Board:</b> is a statutory advisory committee on minimum admission requirements. It advises USAf, a successor organisation to the South African Universities Vice-Chancellors Association (SAUVCA) and the Committee of Technickon Principals (CTP).</p> <p><b>Programme:</b> Is used to refer to a year of study in a full qualification or a short learning programme. It is distinct from a qualification.</p>

**Qualification:**

is a learning programme registered on the NQF as a qualification, accredited by a Quality Council and consisting of at least 120 credits. It is a higher education qualification registered on the Higher Education Qualifications Sub-Framework (HEQSF). Also referred to as a "full" qualification – that is not a short learning programme or part qualification.

**Recognition of prior learning:**

is the assessment and accreditation of previous learning and experience acquired by a student in the workplace or from life experience, measured against the specified learning outcomes of a module or qualification.

**SAQA:**

Is the South African Qualification Authority, a statutory body, regulated in terms of the National Qualifications Framework Act No.67 of 2008. SAQA is responsible for registering qualifications and part qualifications as recommended by the relevant Quality Council on the National Qualifications Framework. Recognised international and other qualifications are evaluated for equivalence to South African qualifications by its Directorate: Foreign Qualifications Evaluation and Advisory Services (DFQEAS). SAQA issues a Certificate of Evaluation upon review of such applications.

**Short Learning programme:**

describe all courses which are:

- a) Shorter than a year
- b) less than 120 credits; and
- c) focused on a part of a qualification but will not lead to the achievement of a qualification

It includes all non-subsidised short courses, courses, advanced short courses, advanced courses, programmes, advanced programme, workshops and seminars offered by the UFS.

**Statutory admission requirements:** are admission requirements of institutions of higher learning that are promulgated by law and are applicable to all universities in South Africa.

**University:**

means the University of the Free State

**USAF:**

is Universities South Africa, formerly known as Higher Education South Africa ( HESA)

**Visa:**

is a conditional authorisation granted by a country (typically to a foreign national) to enter and temporarily remain within, or to leave that country. Visas typically include limits on the duration of the foreign national's stay, territory within the country they may enter, the dates they may enter, or the number of permitted visits.

**Acronyms****APS**

Admission Point Score

**AQL:**

Academic and Quantitative Literacy

**CAT:**

Credit Accumulation and Transfer

**CHE:**

Council on Higher Education

**DFQEAS:**

Directorate: Foreign Qualifications Evaluation and Advisory Services

**HEQSF:**

Higher Education Qualification Sub-Framework

**IEB:**

Independent Examination Board

**IELTS:**

The International English Language Testing System

**NBT:**

National Benchmark Test

**NC(V):**

National Certificate (Vocational)

**NQF:**

National Qualifications Framework

**NSC:**

National Senior Certificate (completed Grade 12 in and after 2008)

**PTE:**

The Pearson Test of English Academic

**RPL:**

Recognition of Prior Learning

**SAQA:**

South African Qualifications Authority

**SEMC:**

Senate Enrolment Management Committee

**SC HG:**

Senior Certificate Higher Grade (completed Grade 12 before 2008)

**SC SG:**

Senior Certificate Standard Grade (completed Grade 12 before 2008)

	<p><b>TOEFEL:</b> Test of English as Foreign Language</p> <p><b>UFS</b> University of the Free State</p> <p><b>USAF:</b> Universities South Africa</p>
<p><b>1. Guiding Principle</b></p>	<p><b>5.1 Equality</b></p> <p>5.1.1 The UFS does not discriminate in its admissions policy or practices and seeks to promote access to higher education regardless of race, colour, ethnicity, national origin, nationality or descent gender, sex, sexual orientation, religious conviction, language, pregnancy, marital status, political conviction or affiliation, culture, language, birth, disability and medical condition. Any identified discrimination will be dealt with on a zero-tolerance basis.</p> <p>5.1.2 The UFS bases its identification of an applicant's race on the self-classification of applicants and the use of criteria that is compatible and in accordance with the Regulations of Employment Equity Act and the Commission of Employment Equity Report.</p> <p><b>5.2 Access and Success</b></p> <p>5.2.1 The UFS must be satisfied that the students admitted to the different academic programmes will complete their studies successfully.</p> <p>5.2.2 To support the national policy of widening access and promoting equity in higher education, the UFS allows for flexible entry paths such as mature age, recognition of prior learning, and Senate discretionary admissions as detailed in Section 10 of this Policy.</p> <p>5.2.3 Each faculty determines <b>its admission requirements</b> and, where applicable, the selection requirements for programmes (subject to national policy minimum requirements and the UFS General Rules). Meeting the requirements does not guarantee admission but provides reasonable assurance that a student has the ability to complete a programme successfully. Faculties may add additional requirements to contribute to student success.</p> <p>5.2.4 Senate Enrolment Management Committee will oversee compliance to policies, relevant strategies, rules, regulations and legislative requirements.</p> <p>5.2.5 The International Student Admissions Committee will review and make decisions on international admissions.</p>

	<p><b>5.3 Disability</b></p> <p>5.3.1 The UFS commits itself, within reasonable capacity (e.g.finance, facilities,etc) to enable as ,many qualifying students with disabilities as possible to study at the institution.</p> <p>5.3.2 The UFS respects and will support the rights of students with disabilities to receive reasonable accomodation when the student voluntarily requests such support.</p> <p><b>5.4 Language</b></p> <p>5.4.1 English is the language of instruction and the language of learning and teaching at the UFS.</p> <p>5.4.2 Students applying for admission to the UFS must meet the required statutory minimum or programme specific English requirements and, where required, proof of proficiency in English at first language or first additional language is required in the school-leaving examinations.</p> <p>5.4.3 Students who have completed qualifications other than the South African school leaving qualifications or where the English comparability must be established may be required to demonstrate proficiency in English by taking one of the following assessments (at the student's expense): The International English Language Testing System (IELTS), English proficiency test (<a href="http://www.ielts.org">www.ielts.org</a>) OR the National Benchmark Test (NBT) Academic and Quantitative Literacy (AQL) test (<a href="http://www.nbt.ac.za">www.nbt.ac.za</a>) OR The Pearson Test of English Academic (PTE Academic), Test of English as Foreign Language (TOEFL), information and test schedules can be found on the respective websites. The Language Policy provides further details on how the UFS is committed to making English accessible in its teaching, learning, and assessment practices. This assessment is at the cost of the student.</p> <p>5.4.4 For acceptance in all professional degrees, all requirements of regulatory bodies must be followed, specifically, the language requirements for teaching qualifications in South Africa.</p>
<p><b>6. Policy/procedure</b></p>	<p><b>6.1 Policy objectives:</b></p> <p>6.1.1 To provide clear guidelines according to which the UFS could exercise its decision-making powers to admit students to its accredited and registered formal qualifications.</p> <p>6.1.2 To recognise the minimum requirements for admission to a higher education institution, namely the NSC or the National Certificate (Vocational) (NC (V) as determined by the responsible Minister in the Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes as well as the Independent</p>



	<p>Examination Board (IEB) or other legitimate school-leaving examinations for applicants at the undergraduate level. This will ensure parity, credibility, and integrity of UFS qualifications offered at the three campuses.</p> <p>6.1.3 To ensure that all applicants meet the minimum requirements to enter higher education qualifications. The UFS retains the right to set specific admission requirements to particular qualifications and related programmes.</p> <p>6.1.4 To provide a framework that allows for alternative routes of entry that are equivalent to the prescribed standards and stipulates other forms of prior learning for access to or granting exemption of credits and advanced standing in a qualification.</p> <p>6.1.5 To give expression to the Council approved size and shape strategy of the UFS.</p> <p>6.1.6 To recognise international examination bodies and admit qualifying students based on the UFS conversion table for undergraduate studies and apply international norms and standards for international postgraduate students.</p> <p><b>6.2 Student Recruitment and Admissions Marketing Material</b></p> <p>6.2.1 The Prospectus and all supporting marketing material must comply with legal, ethical and other specific requirements stipulated in the UFS Marketing Standards Procedure.</p> <p>6.2.2 The Enrolment Management Committee must sign off the contents of these documents/material after the Academic Committee has approved the programmes.</p> <p><b>6.3 Admissions and Selection Requirements and processes</b></p> <p>6.3.1 Standard Admission Requirements</p> <p>6.3.2 available on the UFS Intranet <a href="https://www.ufs.ac.za/prospective/prospective-students/undergraduate/">https://www.ufs.ac.za/prospective/prospective-students/undergraduate/</a></p> <p>6.3.2.1 The specific admission requirements per programme are detailed in the General Academic Rules and Regulations, and Faculty Rules contained in the respective Faculty Rules books. The links are provided in Appendix B of this Policy.</p> <p>6.3.3 Undergraduate admissions (South African Students)</p> <p>6.3.3.1 Applicants are conditionally admitted based on their final Grade 11 or equivalent results subject to meeting all the statutory minimum requirements as presented in Appendix A with their final Grade 12 results and the specific admissions requirements of the programme as presented in Appendix B.</p>
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- 6.3.3.2 Applicants who have completed Grade 12 and meet the minimum requirements are unconditionally admitted (firm admission offers) and permitted to register for a particular programme provided that the applicant has met the following institutional specific admissions requirements as well as the Faculty and degree-specific requirements.
- 6.3.3.3 Applicants with a National Certificate (Vocational) (NC(V)) (NQF level 4) with admission to Bachelor's Degree are considered for admission, if the applicant meets its admission requirements and, where applicable, the selection requirements for programmes.
- 6.3.3.4 Applicants who have completed N4, N5 or N6 certificate may qualify for admission to the first year of a diploma qualification, based in his or her seven best subjects for N4/N5 or N5/N6 and final marks for English at N3 level align with UFS admissions requirements.
- 6.3.3.5 Applicants who do not meet the minimum requirements for mainstream programmes may be offered a place, pending available spaces, for admission to an Extended Degree Programme for access purposes, or a student may apply for a relevant Higher Certificate.
- 6.3.3.6 The UFS calculates an Admission Point Score (APS) based on the NSC achievement scale or equivalent as presented in Appendix C. The UFS includes Life Orientation (level 5 (60%) or higher to score 1 point).
- 6.3.3.7 The closing date of 30 September for applications may be extended to achieve the required number of admissions and forecasted number of registrations. The closing dates for selection programmes vary. All closing dates for applications are included in the Prospectus, on the university website and in other publications.
- 6.3.3.8 In exceptional cases, the closing dates for selection programmes may vary. These are approved by the Senate Enrolment Management Committee (SEMC) on an annual basis. All closing dates for applications are included in the Prospectus, on the university website and in other publications.
- 6.3.3.9 Assisted and motivated by the Centre for Universal Access and Disability Support, students with disabilities who may have experienced challenges applying for admission due to inaccessibility will be granted admission beyond the due dates when adhering to admission requirements.
- 6.3.3.10 Applicants with technological challenges, including those without access to the necessary technology or in rural areas, are supported by a dedicated team's on-site application or mobile application facilities.

#### 6.3.4 Postgraduate admissions

6.3.4.1 Postgraduate students also bring a range of educational experiences that may be unequal in preparing students for study at the UFS. The rules of the UFS make provision for supplementary paths to rectify shortcomings and facilitate the achievement of success.

6.3.4.2 The admission requirements to qualify for postgraduate qualifications are contained in the General Academic Rules and Regulations and Faculty Rules contained in the respective Faculty Rules Books based on the minimum requirements set by the HEQSF.

#### 6.3.5 International admissions

6.3.5.1 The UFS will strive to reserve and agreed upon % admissions for international students and students from SADC.

6.3.5.2 Students from SADC countries (undergraduate and postgraduate) will be treated as home students for purposes of fees and accommodation). Faculties may determine specific rules based on the nature of their disciplines.

6.3.5.3 International applicants who have completed a two or three-year Diploma are considered for admission to extended degrees and must apply for conditional exemption with USAf. These students have to apply for Senate Discretionary Exemption in the following year of their study. On completion of the conditional exemption requirements, these students apply for complete exemption with USAf.

6.3.5.4 The UFS conversion values for school leaving results are referenced in Appendix A.

6.3.5.5 International applicants who have completed a Bachelor's degree from their local University and have applied for undergraduate studies are considered admission to a Bachelor's degree and qualify for a complete exemption.

6.3.5.6 International applicants who have completed the first year of a three or four-year Bachelor's degree (depending on the country's requirements) from their local University and have applied for undergraduate studies are considered admission to a Bachelor's degree.

6.3.5.7 International applicants who have a foreign conditional exemption and meet the requirements to study for a mainstream programme may be admitted and follow the USAf rules to convert to a full exemption at the completion of their degrees.

6.3.5.8 International students who possess complete exemption may be admitted to mainstream programmes.

6.3.5.9 The International Admission Guidelines must be reviewed and approved by ECS on a yearly basis and will include but not limited to the following:

- 6.3.5.8.10 International applicants must attach the following documents to their application:
- a) Passport copy or copy of South African identity document.
  - b) Final Grade 11 or equivalent results with the school's stamp, if available.
  - c) Final Grade 12 or equivalent results with the school's stamp, if available.
  - d) Certified copy of the school-leaving certificate, if available.
  - e) Study record (academic transcript) with a certificate of conduct and/or qualification certificate, if available.
  - f) USAf Certificate of Exemption, or application for it, if available.

6.3.5.8.2 The grade 12 June or equivalent results with the school's stamp must be submitted by international applicants as soon as it becomes available.

6.3.5.8.3 International applicants must pay the applicable fee for a USAf Certificate of Conditional Exemption and fully collaborate with the University if the University is assisting them with the USAf application process.

6.3.5.8.4 The operational International Student Admissions **Committee makes decisions on International student** admission. It is composed of representatives of:

- a) Faculties
- b) Office for International Affairs (OIA)
- c) Student Academic Services (SAS)
- d) Student Recruitment Services (SRS)

6.3.5.8.5 The selection process will be based on the UFS **International Conversion Table as presented in Appendix D, revised annually by the Senate Enrolment Management Committee.**

6.3.5.8.6 The closing date for applications for international undergraduate students is 31 August.

#### **6.4 Senate Discretionary Admissions**

Senate Discretionary Admissions include the following:

##### **6.4.1 Mature Age**

6.4.1.1 Admission to an undergraduate degree programme may be granted to prospective students who have reached the age of 23 years and hold a senior certificate without matriculation exemption in accordance with the rules prescribed by USAf.

6.4.1.2 Prospective students who have reached the age of 23 years, have passed Grade 10 or four 'O' levels and have at least three years of relevant work experience may be admitted into a diploma programme.

6.4.1.3 Prospective students who have reached the age of 45 years qualify for open admission or mature age exemption without any schooling qualification. The student must, however, still obtain a Certificate of Conditional Exemption from the Matriculation Board.

6.4.1.4 All other rules relevant to admission to University studies will apply.

#### 6.4.2 Recognition of Prior Learning (RPL)

6.4.2.1 The UFS recognises prior learning as an alternative pathway into a formal qualification.

6.4.2.2 The Recognition of Prior Learning (RPL) office compares previous knowledge, skills, learning and experience of a prospective student against the learning outcomes required for a specific qualification (SAQA Regulation 452, No. 18787, March 1998) to provide alternative access and admission.

6.4.3 Prospective students may apply to be admitted to the UFS using the Senate approved processes for recognition of prior learning, as per the following <https://www.ufs.ac.za/prospective/prospective-students/undergraduate/>

6.4.3.1 In dealing with such application for admission to the University, the RPL Policy will apply.

6.4.3.2 Students admitted to the University through the RPL route annually will not exceed 10% of the total number of students admitted to a particular qualification.

#### 6.4.4 Transfer students

6.4.4.1 Persons who are currently excluded or suspended from another higher education institution on the grounds of poor academic performance will not be admitted to the same qualification.

6.4.4.2 Persons who are currently excluded or suspended by another institution of higher learning on financial grounds will not be admitted to any qualification at the UFS.

6.4.4.3 A student from another higher education institution who applies to register at the UFS may be admitted as a student upon submitting a certificate of satisfactory conduct from that other institution.

6.4.4.4 The applicant must submit an official academic transcript.

6.4.4.5 Persons who have completed at least 120 credits in the first year of a cognate degree or diploma may be admitted. However, if a person completed less than 120 credits, the admission criteria on the NSC or equivalent apply.

## **6.5 Concurrent admission and dual enrolment**

- 6.5.1 The UFS will not admit a student to a formal qualification if he/she is registered for any formal qualification at another higher education institution, except that such students may register at the UFS for non-degree purposes, provided that the other University grants permission for such concurrent registration.
- 6.5.2 A student may not be admitted simultaneously to more than one formal qualification at the UFS unless one of the qualifications is registered for non-degree purposes and then only with the express approval of the Faculties
- 6.5.3 A student may, however, be admitted simultaneously to both a formal qualification and a short learning programme offered at the UFS.

## **6.6 Determination of enrolment targets**

- 6.6.1 Council approves targets for the University Enrolment Plan based on the University's intended size (total number of enrolled undergraduate and postgraduate students) and shape (fields of study and demographics of students, including students with disabilities).
- 6.6.2 DIRAP, in consultation with Faculty Admissions Committee, determines the number of places per programme and plan (down to module level) in the faculty (across campuses), the demographic targets in line with the DHET approved enrolment plan and the minimum admission requirements for each programme (across campuses) before the opening of applications.
- 6.6.3 Student Academic Services (SAS) manages enrolment targets, as per the agreed-upon numbers between DIRAP and Faculties, and ensure that all relevant data points are captured and accurately reflected on PeopleSoft.
- 6.6.4 Each faculty is afforded dashboards to track enrolment numbers and demographic profiles of their students per programme/ plan and advise the Senate Enrolment Management Committee on strategies to address risks related to the approved targets.
- 6.6.5 Any deviations from approved targets require formal approval from the Senate Enrolment Management Committee.

## **6.7 Top achievers**

- 6.7.1 Top achievers (non – selection programme) may receive an early admission offer linked to residence place and applicable merit bursary value, subject to performance in the final Grade 12 results and meeting the relevant admission requirements. Targeted recruitment, retention and registration is arranged for top achievers.

	<p><b>6.8 Residences</b></p> <p>6.8.1 Residence placement and renewal of residence placement policies are aligned with the admissions policy.</p> <p>6.8.2 Residence placement and renewal of residence placement policies facilitate redress for individuals from disadvantaged backgrounds and give special attention to first-generation students through placement in residences and relevant supporting programmes.</p> <p>6.8.3 Residences will reserve at least 5% of its beds for international students to further increase diversity.</p> <p>6.8.4 Through its placement policies, Housing and Residence Affairs (HRA) must ensure that it reflects the demographics of the University.</p>
<p><b>7. Responsibility</b></p>	<p>7.1 <b>The University Council</b> determines the policy after consultation with Senate. The Rector and Vice-Chancellor is responsible for executing the policy and delegates overall responsibility to the Registrar: Systems and Administration.</p> <p>7.2 <b>Deans/Faculties</b> are responsible for developing admission and selection requirements in line with the Admissions Policy.</p> <p>7.3 <b>Revisions of admission requirements</b> need to be submitted to the Executive Committee of Senate (ECS) and Senate for approval two years before implementation, revised admission requirements that Senate approves need to be included in the Prospectus for distribution in the market a year before registration.</p> <p>7.4 <b>The Senate Enrolment Management Committee</b> provides oversight and governance regarding admissions and selection of students.</p> <p>7.5 <b>The Faculty Admissions Committee</b> will oversee all admission decisions, including those from Selection Programmes/Plans</p> <p>7.6 <b>Student Academic Services</b> admits or conditionally admit applicants who meet the admission requirements.</p> <p>7.7 <b>The International Student Admissions Committee</b> is responsible for making admission decisions for international admissions.</p>
<p><b>8. Accountability and Authority:</b></p>	
<p><b>8.1 Implementation:</b></p>	
<p><b>8.2 Compliance:</b></p>	
<p><b>8.3 Monitoring and evaluation:</b></p>	
<p><b>8.4 Development/review:</b></p>	<p>The policy owner shall consider the policy for review three years after approval, or earlier if required.</p>
<p><b>8.5 Approval authority:</b></p>	<p>Council</p>
<p><b>8.6 Interpretation and advice:</b></p>	
<p><b>9. Who should know this policy?</b></p>	
<p>List all positions.</p>	

<b>10. Policy/procedure implementation plan</b>	
<b>11. Resources required</b>	
<b>12. Answers to FAQs</b>	
<b>EFFECTIVENESS OF THE POLICY</b>	
<b>Performance Indicator(s):</b>	



## Appendix A

### Statutory minimum admissions requirements

This policy document and the Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate outline the statutory minimum admission to higher education with respect to the NC(V) Level 4 and the National Senior Certificate, respectively.

### Minimum Admission Requirements for Higher Certificate, Diploma And Bachelor's Degree Programmes Requiring A National Senior Certificate

Higher Certificate	Diploma	Bachelor's Degree
<p>National Senior Certificate (NSC)</p> <ul style="list-style-type: none"> <li>Minimum of 30% in the language of learning and teaching</li> </ul>	<p>National Senior Certificate (NSC)</p> <ul style="list-style-type: none"> <li>An achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects</li> </ul>	<p>National Senior Certificate (NSC)</p> <ul style="list-style-type: none"> <li>An achievement rating of 4 (Adequate Achievement, 50-59%) or better in four recognised NSC 20-credit subjects</li> </ul>
<p>National Certificate (Vocational) Level 4</p> <ul style="list-style-type: none"> <li>compliance with the requirements for the language of learning and teaching in the higher education institution</li> </ul>	<p>National Certificate (Vocational) Level 4</p> <ul style="list-style-type: none"> <li>achieve at least <b>40% in three fundamental</b> subjects, including the language of learning and teaching in the higher education institution,</li> <li>achieve at least <b>50% in the three compulsory</b> vocational subjects.</li> </ul>	<p>National Certificate (Vocational) Level 4</p> <ul style="list-style-type: none"> <li>achieve at <b>50% in three fundamental</b> subjects, including the language of learning and teaching in the higher education institution,</li> <li>achieve at least <b>60% in four vocational subjects</b>, chosen from the NC (V) Level 4 Subjects</li> </ul>

## Appendix B

[Link to General Academic Rules and Regulations](#)

[Links to Faculty Rules](#)

[Faculty of Economic and Management Sciences](#)  
[Faculty of Natural and Agricultural Sciences](#)  
[Faculty of Theology & Religion](#) [Faculty of Education](#)  
[Faculty of Health Sciences](#)  
[Faculty of Law](#)  
[Faculty of the Humanities](#)

## Appendix C

UFS conversion values for school leaving results  
The table below makes provision for the conversion between NSC, NC(V) and IEB:

APS	NSC/ IEB	SC HG (M-Score)	SC SG (M-Score)	NC(V)	
				Fundamental subjects	Vocational subjects
8	90% to 100%				
7	80% to 89%	A (80%)			
6	70% to 79%	B (70%)	A (80%)	5 (80%)	
5	60% to 69%	C (60%)	B (70%)	4 (70%)	
4	50% to 59%	D (50%)	C (60%)	3 (60%)	5 (80%)
3	40% to 49%	E (40%)	D (50%)	3 (50%)	4 (70%)
2	30% to 39%	F (30%)	E (40%)	2 (40%)	3 (60%)
1	0% to 29%	FF (20%)	F (30%)	1 (30%)	3 (50%)

ACRONYM	ABBREVIATIONS
NSC	National Senior Certificate (completed Grade 12 in and after 2008)
SC HG	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG	Senior Certificate Standard Grade (completed Grade 12 before 2008)
IEB	Independent Examination Board
NC(V)	National Certificate Vocational

## Appendix D



# CONVERSION TABLE

% awarded by SU	
SA NSC	South African National Senior Certificate
HIGCSE/NSSC HL	Higher International General Certificate of Secondary Education / Namibian Senior Secondary Certificate Higher Level
IGCSE/GCSE/NSSC OL/O-Level Gr-11	International General Certificate of Secondary Education / General Certificate of Secondary Education / Namibian Senior Secondary Certificate Ordinary Level Grade 11
IGCSE/GCSE/NSSC OL/O-Level Gr-12	International General Certificate of Secondary Education / General Certificate of Secondary Education / Namibian Senior Secondary Certificate Ordinary Level Grade 12
AS-Level	Advanced Subsidiary Level
A-Level	Advanced Level
IB HL	International Baccalaureate Higher Level
IB SL	International Baccalaureate Standard Level
GERMAN SCHOOL	Abitur
IEB	Independent Examination Board
SACAI	South African Comprehensive Assessment Institute
SC HG	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG	Senior Certificate Standard Grade (completed Grade 12 before 2008)

ABBREVIATIONS

UFS Formula	HG		SG		NSC / NSS / IEB		NSSC / HIGCSE (HL)		IGCSE / O / GCE		AS	A	IB (SL)	IB (HL)	German	
	Sym	%	Sym	%	Lvl	%	Lvl	%	Sym	%	Sym	Sym	Lvl	Lvl	Lvl	%
10												A		7		
9												B		6		
8	A	80			7	90	1	80				C		5	13-15	90 - 100
7	B	70			7	80	2	70			A	D	7	4	11-12	80 - 89
6	C	60	A	80	6	70	3	60	A	80	B	E	6	3	8-10	70 - 79
5	D	50	B	70	5	60			B	70	C		5	2	7-8	60 - 69
4	E	40	C	60	4	50	*4	50	C	60	D		4	1	5-6	50 - 59
3	F	33	D	50	3	40					E		3		4	40 - 49
2	FF	20	E	40	2	30							2			
1			F	33									1			

