

SELECTION POLICY: SCHOOL OF MEDICINE 2017 SELECTION FOR THE 2018 STUDENT INTAKE MBChB

1. GENERAL INFORMATION

PLEASE NOTE: Admission to the MBChB programme is subject to selection. More information will be provided in this policy document.

- 1.1 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.
- 1.1.1 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 UFS for possible selection.
- 1.1.2 A concerted effort is made to accommodate candidates from a disadvantaged academic background who demonstrate the necessary potential and a reasonable ability to attain success in their course and to address the national demographic distribution of the population.
- 1.1.3 The selection process of candidates who are 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 School of Medicine and of the EXCO: School 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.
- 1.2 A holistic approach is important in the selection process, which is based on a points system that includes academic achievement, National Benchmark Tests (NBT), international, national and provincial non-academic achievements (including cultural activities and sport).
- 1.2.1 Selection of students for the MBChB (Medicine) programme in the Faculty of Health Sciences will be done using specific selection criteria as stipulated in this policy document.
- 1.2.2 NBT scores will be used as part of the formal selection process and the submission of the NBT scores of applicants with their applications is compulsory for school leavers to qualify to be considered for selection.
- 1.3 It is the applicant's responsibility to provide the university with a full set of completed application and selection forms, additional documentation as stipulated as well as the official academic results as required. No applications will be processed while the fully completed forms, documentation and results are outstanding.
- 1.3.1 Students are required to produce a medical report completed by a medical practitioner, as well as a completed health questionnaire, as part of the formal application process.
- 1.3.2 The medical reports of applicants who have been selected for the MBChB programme will be provided to the Selection Committee to determine whether there are students with such disabilities that would make them unfit for medical studies.
- 1.3.3 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.

- 1.3.4 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.
- 1.3.5 All students with positive HIV status must be aware before taking up the selected places that they will be exposed to patients with infective 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 due to their HIV positive status and exposure to infections. All students will be expected to fulfil all the rotation requirements of the programme.

2. GENERAL PRINCIPLES

- 2.1 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.
- 2.1.1 Regarding the SADC countries*, candidates will be selected in compliance with the policy agreement between the National Department of Health and medical schools. (*Currently 5 places will be reserved for applicants from Lesotho).
- 2.1.2 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 Selection Committee decision.
- 2.2 There will be a strict enforcement of the closing date for applications (31 May of the preceding year) for conditional selection for all applicants.
- 2.3 A maximum target of 160 candidates (excluding 5 students from SADC countries - currently Lesotho) will be selected in two groups (English, male/female), with candidates selected in ratios as follows: Male:Female 40:60. 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 register the allowed 160 students.
- 2.4 Conditional selection will be done based on Grade 11 marks and June Grade 12 marks as submitted by applicants as well as the NBT scores and other marks as set out in in this policy document.

3. MINIMUM SELECTION CRITERIA: School-leaving applicants (Matriculants)

Applications who 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:

- 3.1 A minimum **Admission Point (AP)** of 36.
- 3.1.1 The **Admission Point (AP)** is calculated according to the four (4) compulsory subjects in the National Senior Certificate (NSC) assessment, (i) English or Afrikaans, (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

- 3.2 **Compulsory subjects and minimum average mark:** A minimum average mark at achievement level 5 (60%) is required for each of the following compulsory subjects:
- 3.2.1 English or Afrikaans
 - 3.2.2 Mathematics
 - 3.2.3 Physical Sciences
 - 3.2.4 Life Sciences
- 3.3 **NBTs** are compulsory for all school-leaving applicants. To be considered for selection, an applicant must:
- 3.3.1 Achieve a minimum of 50% for each of the individual components of the NBT. Only under special exceptional circumstances will applicants be considered for selection if they failed only one component of the NBT (excluding the Language component). In the latter case the overall average NBT mark should be equal to or more than 55%.
 - 3.3.2 Achieve an average of 50% or more for the overall NBT and as stipulated in paragraph 3.3.1 above.
 - 3.3.3 Register for the tests before applying for selection. The last date to write the NBT is the first weekend in July. If no NBT results are available/submitted, applications for selection will not be considered.
 - 3.3.4 Take note that the NBT scores submitted are valid for three years. However, applicants will be allowed to re-write the NBT. Applicants must take note that only a maximum of two sets of NBT scores will be accepted before the first Saturday in July of each year. Any updated NBT scores must be submitted by applicants. The Division of Student Administration will update the NBT scores on the system of the Faculty and will ensure that the applicable NBT scores are used during the selection process.
 - 3.3.5 Take note that the best overall result of components written in one session will be used for selection purposes.
 - 3.3.6 Senior applicants are not required to submit NBT scores because it is not used in the calculation of the Merit List for senior applicants.

4. 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.

4.1 General information

- 4.1.1 The Grade 12 marks attained by students who have already passed Grade 12 will be taken into account in addition to their post-school achievements at higher education institutions.
- 4.1.2 Only a limited number of applicants (as per set annual targets) will be selected for the MBChB programme from this category.

4.2 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 in order to qualify for selection:

- 4.2.1 A senior student can apply for selection while studying for his/her 1st degree in the year of study. The applicant will be conditionally selected on his/her 1st semester results during the course of the selection process. However, the applicant must have **completed at least one year** of a mainstream programme/course for a registered qualification. Therefore, candidates who are conditionally selected based on their 1st semester results, must submit their final marks for their 1st year completed in order to receive confirmed selection. If applicants, who are conditionally selected, do not comply with the conditions and do not maintain their academic level as during conditional 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.

- 4.2.2 Students who are in extended programmes or bridging programmes will not be considered for selection.
- 4.2.3 The applicant must obtain a **minimum average mark of at least 70%** for all the completed year(s) of the current programme/course/degree for which he/she is registered.
- 4.2.4 A candidate must be registered for the **minimum credits** (full curriculum as set out in the regulations of the programme) required to pass a year of any programme.

4.3 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:

- 4.3.1 The last programme should have been completed by the applicant in no longer than the allowed minimum period plus one year.
- 4.3.2 The applicant must obtain a **minimum average mark of at least 70%** for all the modules/subjects he/she was registered for the mentioned degree.
- 4.3.3 A candidate must have been registered for the **minimum credits** (full curriculum as set out in the regulations of the programme).

4.4 Applicants with a first degree already obtained and currently enrolled for a following / another degree

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

- 4.4.1 The last programme should have been completed by the applicant in no longer than the allowed minimum period plus one year.
- 4.4.2 The applicant must obtain a **minimum average mark of at least 70%** for all the current modules/subjects he/she is registered for excluding those modules completed in the previous degree(s) obtained.
- 4.4.3 If marks for the current modules/subjects are not yet available, the candidate will be selected based on paragraph 4.3 above ("Applicants with the first degree already obtained").
- 4.4.4 A candidate must be registered for the **minimum credits** (full curriculum as set out in the regulations of the programme) required to pass a year of any programme.

4.5 Applicants from Universities of Technology and other Higher Education Institutions

For the selection of applicants who have completed one or more years of a programme at other Universities of Technology or other Higher Education Institutions the applicant must ensure that he/she complies with the following in order to qualify for selection:

- 4.5.1 A student must have **completed at least one year** of a mainstream programme/course for a registered qualification on a degree level. Any student who is in enrolled in a diploma programme, extended or bridging programme/course will not be considered for selection.
- 4.5.2 A minimum average of 80% is required for all completed modules to be considered for selection.
- 4.5.3 A candidate must be registered for the minimum credits (full curriculum as set out in the regulations of the programme) required to pass a year of any programme.
- 4.5.4 For candidates with a B.Tech. degree or any other applicable degrees, a minimum average of 80% (average of all modules completed as part of the course) is required.

5. THE SELECTION CRITERIA

- 5.1 **Target** - The following targets are set for the selection of 160 students annually:
- 5.1.1 An overall male/female ratio: 40%/60% (64/96 students)
 - 5.1.2 Black Africans/Coloured/Asians: 70% (112 students)
 - 5.1.3 White: 30% (48 students)
 - 5.1.4 SADC Allocation – Lesotho: 5 students
 - 5.1.5 School-leaving students: 75% (120 students)
 - 5.1.6 Senior students – 25% (40 students)
- 5.2 **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.
- 5.2.1 Selection will be done separately for school-leaving and senior applicants according to the predetermined targets and four separate merit lists will be compiled for these selections.
- 5.3 **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.
- 5.3.1 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 Grade 11 and 12 or achievements after obtaining the NSC (18 points).
- 5.3.2 Students will be selected by making use of the relevant merit list as described.

6. OVERALL SELECTION POINT (OSP) EXPLAINED

- 6.1 The OSP (maximum of 118) is calculated as follows:
- 6.1.1 A maximum of 100 points is allocated for academic achievement with a weighting as follows: NSC marks:NBT scores = 70:30 (see paragraph 6.2 and 6.3 below for more detail).
 - 6.1.2 A maximum of 8 points is allocated for non-academic achievements on an international and national, provincial, regional and school level (see paragraph 6.4.1 below for more detail).
 - 6.1.3 A maximum of 8 points is allocated for region of origin and attendance of a rural school (see paragraph 6.4.2 below for more detail).
 - 6.1.4 A maximum of 2 points for alumni or children of University staff (see paragraph 6.4.3 below for more detail).
- 6.2 The 70% allocated points for the NSC marks (as part of the maximum of 100 points allocated for academic achievement) is calculated as follows:
- 6.2.1 The average of the four (4) compulsory subjects namely (i) English or Afrikaans, (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 conditional selection.
 - 6.2.2 The average of the marks obtained in the best two (2) subjects and Life Orientation in the NSC will contribute 20%.
- 6.3 The 30% allocated points for the NBT marks (as part of the maximum of 100 points allocated for academic achievement) is calculated as follows:
- 6.3.1 The average of the scores of the three (3) components namely (i) Academic literacy score, (ii) Quantitative literacy score, and (iii) Mathematics score will be used.
- 6.4 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:
- 6.4.1 A point is allocated for **non-academic achievements**, to a maximum allocation of eight (8) points (in Grade 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
- 6.4.2 An additional point allocation in respect of **region of origin and attendance of a rural school** is done as follows (maximum allocation of 8 points):
- Free State: 6 points
 - Northern Cape and Eastern Cape: 3 points
 - Rest of regions in South Africa and outside South Africa: no points
 - Applicants from rural schools anywhere in South Africa earn an additional 2 points.
- 6.4.3 An additional maximum point allocation of 2 points for children of **alumni or current University of the Free State staff members.**
- 6.5 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 in order to place candidates on the merit list for selection purposes. A total of 112 overall selection points can be achieved with a maximum of 100 points for academic achievements and a maximum of 10 marks: 5 points for region of origin and 5 points for students currently studying at University of the Free State. An additional maximum point allocation of 2 points is done for children of **alumni or current University of the Free State staff member.**
- 6.5.1 The average mark of **all modules passed** up to June of the year of selection (70% of the academic component of the overall selection point (OSP)).
- 6.5.2 The **NSC marks** of the applicant including the average of the four (4) compulsory subjects namely (i) English or Afrikaans First Language, (ii) Mathematics, (iii) Physical Sciences and (iv) Life Sciences (30% of the academic component of the overall selection point (OSP)).
- 6.5.3 An additional non-academic point allocation in respect of **regions of origin** is done as follows (maximum allocation of 5 points):
- From the Free State - additional 5 points.
 - From the Northern Cape and Eastern Cape - additional 3 points.
 - Other regions in South Africa and outside South Africa: no additional points.
- 6.5.4 Students currently studying at the University of the Free State – additional 5 points.
- 6.5.5 An additional maximum point allocation of 2 points for children of **alumni or current University of the Free State staff member.**
- 6.6 Specific selection criteria for senior applicants **with a completed degree (any degree already obtained)** will be used to calculate the overall selection point in order to place candidates on the merit list for selection purposes. A total of 112 Overall Selection Points can be achieved with a maximum of 100 points for academic achievements and a maximum of 10 marks: 5 points for region of origin and 5 points for students currently studying at the University of the Free State. An additional 2 points will be awarded to alumni or current University of the Free State staff members.
- 6.6.1 The average mark of all modules passed up to June of the year of selection (70% of the academic component of the Overall Selection Point (OSP)).
- 6.6.2 The average mark of all modules passed in the last tertiary degree obtained. (30% of the academic component of the Overall Selection Point (OSP)).
- 6.6.3 If the applicant has not registered for a subsequent degree after obtaining his previous degree, the weight of paragraph 6.6.1 will be 100% of academic component of the OSP.
- 6.6.4 An additional non-academic point allocation in respect of **regions of origin** is done as follows (maximum allocation of 5 points):
- From the Free State - additional 5 points.
 - From the Northern Cape and Eastern Cape - additional 3 points.
 - Other regions in South Africa and outside South Africa: no additional points.
- 6.6.5 Students currently studying at the University of the Free State – additional 5 points.

- 6.6.6 An additional maximum point allocation of 2 points for children of **alumni** or **current University of the Free State staff members**.
- 6.7 The point system will be reviewed on an annual basis based on the previous year's selection process, outcomes and experienced impact.
- 6.8 Additional marks that will be used during the selection process if a deadlock on the merit list is reached:
- 6.8.1 **Academic Mark (AM)** is the average of the four (4) compulsory subjects, English or Afrikaans, 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.
- 6.8.2 **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

7. THE SELECTION COMMITTEE

- 7.1 The Selection Committee for the MBChB programme will consist of the following members:
- 7.1.1 Dean (1): Faculty of Health Sciences
- 7.1.2 Heads (3): Schools of Clinical Medicine, Pathology and Biomedical Sciences
- 7.1.3 Programme Director (1): Undergraduate Medical Programme
- 7.1.4 Three (3) members selected by Heads of Departments from the three Schools and appointed by Faculty Board (at least 1 pre-clinical and 1 primary healthcare sciences) for a 3-year term
- 7.1.5 Deputy Director: Faculty of Health Sciences; and
- 7.1.6 Co-opted members for the Undergraduate Student Administration Office (non-voting members).