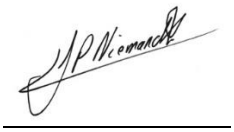
hugenote kollege
Waar Christenwees grondvat in opleiding

QUALITY MANAGEMENT SYSTEM

E.1

TITLE: POLICY: ADMISSION OF STUDENTS

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1. RATIONALE

The Hugenote Kollege programmes and qualifications are aimed at the fields of Social Service, Theology, and Social Innovation and Leadership. For this reason, the admission requirements and procedures will focus on aspects that will contribute to students' ability to access different options (including levels of studies) and to articulate both vertically and horizontally. Another focus is on admissions that ensure successful outcomes. For this reason, the admission policies involve the development of realistic entry requirements and transparent and fair selection mechanisms. It further involves intensive curriculum and staff development to ensure that the curricula are responsive to the learning needs of a diverse student intake and that they enhance retention and success rates.

2. SCOPE

The admissions policy applies to all students of the Hugenote Kollege and must be maintained and implemented by all academic and administrative staff of the College.

3. PURPOSE

The purpose of the admission policy is:

3.1 To determine the minimum requirements for admission to all first admissions of students for Certificates, Higher Certificates, Diplomas, Degrees, and other Post Degree qualifications offered at the Hugenote Kollege.

3.2 To ensure that admission procedures will always be fair and free of bias regarding ethnicity, gender, age, disability, social class, race, and religion.

3.3 To ensure academic and professional standards in the development, approval, implementation and review of admission and registration procedure and documentation.

3.4 To promote accountability.

4. PRINCIPLES

4.1 General Rule

Anyone who has been admitted to the College as a learner and has been registered as such will remain a learner of the College for as long as the registration is valid or until the learner's registration is terminated by the learner.

4.2 Minimum Requirements

Different minimum qualifications apply as entry point for the various qualifications offered by the College. Candidates must meet the requirements as set out in the operating procedures to be admitted to the courses.

4.3. Application Forms

To ensure an effective and verifiable application process for prospective students, the College compiles application forms and makes them available as widely as possible.

4.4. Data Capturing

The personal data of applicants will either have been captured on the Student Registration System of the College during their online application, or manually by the administrative staff upon receiving the application form and the registration fee.

4.5 Selection Criteria

In cases where a limited number of students are admitted to a course, specific criteria will be applied according to a predetermined priority order (Level 1 = top priority – Level 5 is least priority) to determine who is admitted.

4.6 Rules of Progression

To progress through a programme, students are required to complete the prescribed modules including all pre-requirements and co-requirements, assessments, and attendance requirements within the prescribed maximum period of study and students are required to have met any conditions associated with their initial registration.

4.7 Rules of Articulation

The point of entry into the target programme must be such that at least 120 credits are undertaken at the exit level (i.e., the final year of study).

Recognition of Prior Learning

The Hugenote Kollege acknowledges the value of RPL (Recognition of Prior Learning) to increase the accessibility to higher education in general and the programmes of Hugenote Kollege. The RPL process may be used to evaluate competence in cases where applicants are not in possession of a matriculation certificate or a National Senior Certificate (NSC) or an NSC without the appropriate level of endorsement. This is done by a reliable and valid way to assess and accredit prior learning achieved through the following evidence:

- Work experience
- Informal or non-formal training
- Learning in a non-formal environment

For more information, the Hugenote Kollege Policy on Recognition of Prior Learning (Policy 20) must be consulted.

4.8 Admission policy for international students

Enrolment of international students must be in alignment with the Hugenote Kollege Admission requirements. Applicants who possess a tertiary qualification from an international HEI are required to send their results/qualifications to the South African Qualifications Authority to have them evaluated and equated to a South African qualification. Foreign candidates who do not possess a tertiary qualification must apply for a Certificate of Exemption. This certificate is issued by Universities South Africa (USAf), formerly known as the Matriculation Board of HESA (Higher Education South Africa). In addition to the above, foreign candidates must also apply to the SA Trade Representative closest to his/her home for a study permit if the candidate is not a South African citizen. Students wishing to enrol for programmes that are offered exclusively via distance education do not need a study permit, since their studies will not require them to travel to South Africa.

4.9. Admission of students with special needs

The Hugenote Kollege is a private institution that aims to provide education and training to all South African citizens in the fields of Social Services, Theology and Social Innovation and Leadership. While funding remains an aspect that restricts expansion and development, the College will as far as possible accommodate persons with special needs, as required by the Constitution of the Republic of South Africa (1996) and according to the strategies described in the White Paper for Post-School Education and Training (2013).

4.10 Maximum number of modules per semester

Degree students may not register for more modules per term/semester than prescribed for a specific qualification unless prior approval received from the Dean or relevant Programme Co-ordinator.

4.11 Readmission of unsuccessful students

Students who were once enrolled at the Hugenote Kollege but have not been enrolled since then for five years (inactive students) must apply for readmission to resume their studies.

5. RELEVANT LEGISLATION AND POLICY DOCUMENTS

The following documents must be read and implemented in conjunction with the policy:

- White Paper for Post-School Education and Training. DHET, 2013
- Constitution of the Republic of South Africa, 1996
- Notice 1632 in the Government Gazette of the 26th August 2005 (No. 27961)
- Immigration Act 2002 (Act No. 13 of 2002)
- SAQA Act 58 of 1995.
- SAQA RPL Policy.
- The Higher Education Qualifications Framework (HEQF) in terms of the National Qualifications Framework (NQF) Act 2008 (Act No. 67 of 2008)
- National Senior Certificate – a qualification at level 4 on the NQF, in Government Gazette, Vol. 481, No. 27819 (July 2005),
- Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC), in Government Gazette, Vol. 482, No. 27961 (August 2005). (Amended in July 2008)
- National Certificate Vocational (NCV) NQF 4 (November 2009)
- HEQC Criteria for Institutional Audits and Programme Accreditation.
- National Standards Bodies Regulations: No 18787 of March 1998, in terms of the SAQA ACT 58 of 1995
- Higher Education Act (1997)
- Adult Basic Education and Training Act (2000)
- White Paper 6: Special Needs Education: Building an Inclusive Education and Training System (2001)