Cape Peninsula University of Technology
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POLICY DEVELOPMENT FRAMEWORK

ADMISSION OF STUDENTS TO FORMAL UNDERGRADUATE QUALIFICATIONS FOR NQF LEVEL 5-7

POLICY

Policy Number	**Version 1.1**
Date of Approval	**December 2023**
Policy Sponsor	**Registrar**
Next Review Date	**December 2026**
Approver	**Council**
Department/Unit	**Academic Administration**

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1. PURPOSE

This policy is intended to:

1.1. Promote access to CPUT in a fair and unbiased manner and to provide for the regulation and admission of students according to national imperatives.

1.2. State the principles informing policy for and practices of access of admissions at CPUT.

1.3. Align with the mechanisms which the University should have in place for marketing, enrolment planning, selection, placement, and support of students. This policy should align with CPUT policies that support student progression and success.

1.4. Effectively adhere to principles and implement procedures uniformly across the University.

2. SCOPE

2.1. **Institutional Scope**

This policy:

2.1.1. Applies The admission and re-admission of all students to all formal programmes (NQF levels 5-7) of the university through regular or alternative processes.

2.1.2. Stipulates that all admissions (including alternative admissions) have to comply with principles of fairness, reliability, validity, sufficiency, currency, and transparency.

2.1.3. Adheres to the minimum requirements for higher education programmes.

3. OBJECTIVE(S)

3.1. To ensure academic and professional standards in the design, approval, implementation and review of admission and registration strategies of the University.

3.2. To ensure uniform principles and practices for access and admission to the university, to promote transparent, equitable and reasonable processes for admission to programmes.

3.3. To promote accountability within CPUT and responsibility amongst applicants.

3.4. To align admission and access principles and practices with national legislation and requirements.

3.5. To align admission policies with other strategies and policies of the University.

3.6. To ensure that the admission of students to the institution complies with the Protection of Personal Information Act (POPIA) or any other associated legislation which seeks to protect any information that identifies a student, as outlined in the CPUT Privacy Plan.

4. POLICY PRINCIPLE

4.1.   **Underlying Principles**

4.1.1.   Each department and learning programme should be able to demonstrate to university structures and auditors in terms of what it has in place for the setting and maintenance of the admissions requirements. This includes the design, approval, implementation, and review of admission requirements for a programme. The setting and maintenance of academic and professional standards regarding the design, approval, implementation, and review of admission procedures for the programmes concerned.

4.1.2.   While CPUT acknowledges minimum admission requirements in national legislation the university retains the right to raise admission requirements in certain qualifications as approved by Senate.

4.1.3.   Although academic departments are expected to adhere to the Student Enrolment Plan, the minimum admission requirements should not be compromised.

4.1.4.   The medium of instruction at CPUT is English (unless otherwise specified), and applicants must meet the minimum language requirements as specified for each academic programme.

4.1.5.   All processes must conform to the requirements of national legislation and regulations for admission to higher education.

4.1.6.   Every faculty is required to put in place a set of admission requirements for each academic programme. These requirements must be approved by Senate before publication.

4.1.7.   Any changes to the admission requirements must be approved by Senate before being applied or published in the preceding academic year.

4.1.8.   Where applicable, additional admission requirements of relevant professional bodies must be incorporated into the admission requirements and published together with these.

4.1.9.   Where appropriate and justifiable, academic departments may use additional selection tools such as portfolios, proficiency test, aptitude tests, practical tests, personal interviews, medical and physical tests as part of the selection process for access into a qualification. In addition, these selection tools might be used where applicable through the RPL process.

4.1.10. Notwithstanding the above, all admissions decisions must be transparent and fair.

4.1.11. A faculty has the sole right to make the decision to admit an applicant to a particular programme. Where space permits, the faculty will attempt to accommodate applicants who arrive at the beginning of an academic year without having applied previously, but the university reserves the right not to admit such applicants. The position of the University is to discourage such late applications.

4.1.12. The University affirms its commitment to the principle of broadening access while at the same time enhancing success through the support for and development of students.

4.1.13. The University uses an Application Point Score (APS) system that assigns point values to matric designated subjects for selection purposes.

4.1.14. The minimum APS required for admission to each qualification is determined by the relevant Faculty Board, approved by Senate, and contained in the relevant Faculty prospectus.

4.1.15. Any admission of applicants which deviates from the policy needs to be approved by Senate.

4.2. **Enrolment Planning**

4.2.1. The University commits itself to conducting an annual enrolment planning exercise as part of academic planning with the aim of producing an enrolment plan. This enrolment plan must be aligned with the principles articulated in this policy as well as with the strategic plan and academic planning framework of CPUT.

4.2.2. The enrolment plan must be aligned with the requirements of the DHET and relevant University strategies. It should serve as a guiding document when faculties admit students.

4.3. **Recruitment Planning**

4.3.1. The planning of student recruitment activities of the University must be in accordance with this policy, the strategic plan, University and Faculty recruitment plans and the academic planning framework of the University.

4.4. **Regular Admissions**

4.4.1. Applications are non-transferable between academic years and prospective applicants must apply for each academic intake and within the prescribed timelines.

4.4.2. Applicants are allowed to apply for the set maximum of application choices.

4.4.3. Applicants meeting the minimum requirements are still subject to final selection procedures and subject to the enrolment targets for a given application choice(s).

4.4.4. As part of the regular admission process, the University will adhere to the requirements of national policy on the minimum admission requirements for all qualification types e.g., Senior Certificate (SC), National Senior Certificate (NCV), National Certificate Vocational (NCV), Amended (SC) as determined by National policy as according to DHET and CHE.

4.4.5. The University asserts its right to impose further requirements additional to the prescribed minimum requirements for admission to its programmes.

4.4.6. The University reserves the right to employ standardised tests approved by Senate as part of the regular admissions processes at the University, Faculty, and programme levels. Where candidates meet the minimum requirements for admission to a programme, the results of such tests are not used to exclude applicants but to offer appropriate advice and placement. This process includes placement in extended curricula or foundation programmes with the aim of improving students' chances of success.

4.4.7. The University will use additional admission requirements as per the various professional bodies' prescripts. Where candidates meet the minimum requirements for admission to a programme, the results of the tests referred above are not used to exclude applicants but to offer appropriate advice and placement. This process may include placement in

extended curricula or foundation programmes with the aim of improving students' chances of success.

4.4.8.   Student Selection and Placement onto the Extended Curriculum Programmes (ECP), (See addendum).

4.4.9.   The admissions of international students on joint and co-badged degrees need to conform to the admission requirements of both the CPUT and the international partner. The admission of international students is subject to the conditions set out in the Immigration Act 13 of 2002 (as amended) as well as the Policy Framework for Internationalisation of Higher Education in South Africa (2017).

4.4.9.1.   The success of an international student's application depends on both confirmation of academic acceptance, possession of the necessary statutory documentation and state approval.

4.4.9.2.   All international prospective students are required to submit proof of English language proficiency, which may consist of:

4.4.9.3.   A recent TOEFL score (obtained within 3 - 5 years of your application for admission) of at least.

4.4.9.3.1. 570 for the paper-based test or

4.4.9.3.2. 230 for the computer-based test or

4.4.9.3.3. 88 for the Internet-based test.

4.4.9.4.   A recent overall band score of 7.0 on the International English Language Testing System (IELTS), with no score less than 6.0 on any of the individual components of the test.

4.4.9.5.   All proof of equivalence as detailed in 4.4.4.1 and 4.4.4.2 above is achieved through other tests as offered by an accredited provider.

4.4.9.6.   English as an official language passed at school-leaving level.

4.5.   **Foreign Qualification**

4.5.1.   Foreign qualification holders must apply to SAQA for equivalence evaluation of their qualifications to national qualifications as well as for authenticity as a condition for applying to study at CPUT.

4.5.2.   SA citizens who are holders of foreign/international certificates (e.g., Cambridge International Examinations) can be admitted ONLY IF their qualification meets the minimum accepted criteria for studying at a South African university (as per guidelines provided by Universities South Africa), as well as the minimum admission requirements of the programme they are applying for (according to the faculty-specific requirements). Each case will be dealt with on an individual basis.

4.6. <u>Admission of Persons with Disability</u>

4.6.1. The admission of disabled applicants is governed by the University Policy on People with Disabilities.
https://www.cput.ac.za/services/disability

4.7. <u>Alternative Admissions</u>

4.7.1. **Alternative Admissions by means of the Recognition of Prior Learning (RPL).**

4.7.1.1. An RPL process may be considered to evaluate competence in cases where applicants who are older than 23 years of age and do not have an appropriate matriculation certificate SC or NSC or NCV or have an NSC/NCV without the correct level of endorsement. Such applicants will only be admitted at the discretion of CPUT in accordance with the CPUT RPL policy.

4.7.1.2. All programmes must incorporate mechanisms by which the University can assess and accredit in a reliable and valid way, prior learning achieved through formal and/or informal work experience, informal or non-formal training, and/or learning in a non-formal environment.

4.7.1.3. RPL could be utilised for the following purposes:

4.7.1.3.1. RPL for Access into First year: RPL in this case applies to candidates who do not meet the minimum formal requirements for a first-year programme of study. The RPL assessment process to be used to evaluate the knowledge of applicants who do not hold an NSC or an equivalent qualification, with passes at levels accepted for direct admission to CPUT qualification programmes. Exemptions - RPL refers to the advancement within qualification programmes and recognition given for specific subjects and/or modules within a programme. Within Higher Education Exemption - RPL and Exemption - Credit transfer is limited to 50% of a qualification programme.

4.7.2. **Senate discretionary conditional exemption:**

4.7.2.1. The Senate's discretionary conditional exemption regulations provide that a certificate of conditional exemption be issued to an applicant who, in the opinion of the University Senate has demonstrated, in the selection process approved by that Senate, that he/she is suitable for admission.

4.7.3. **Mature age conditional exemption:**

4.7.3.1. All mature age conditional exemption application must be referred to the RPL admission process with implementation from the 2025 academic year.

4.8. <u>Re-Admission</u>

4.8.1. **Re-admission: due to break in studies**

4.8.1.1. Students who had an approved break in their studies and wish to resume their studies should submit a formal application for readmission to the University during the official application period for the intended academic year of study.

4.8.1.2. Students who had an approved break in their studies and wish to resume their studies must comply with the latest rules of the qualification in question.

4.8.1.3. This includes the transitional arrangement from the pre-HEQSF qualifications to the new rules under the HEQSF qualifications. A student returning to complete their studies after 10 years, must apply for the RPL process.

4.8.2. Re-admission: due to academic exclusion

4.8.2.1. A student who is not permitted to continue with registration for a qualification as per faculty exclusion rules, may be allowed admission for a qualification in another faculty provided the minimum admission criteria is met.

4.8.2.2. Students, who have been academically excluded, may apply to, (with permission of the department) or be referred to, another University to complete some of the subjects to obtain sufficient credits to complete the programme/qualification within the prescribed period at CPUT.

4.8.2.3. All students excluded academically must appeal for the academic exclusion to be put aside, for them to be re- admitted, via the Faculty Appeals/Admissions Committee.

4.8.2.4. An appeal against academic exclusion should include a clear and concise description of the circumstances involved that led to the exclusion. It should also include a motivation for re-admission that will clearly allow the relevant committee to assess whether a student will succeed in the studies if s/he is re-admitted. Evidence of circumstances that led to poor performance as well as changed environment should be provided.

4.8.2.5. Students enrolled in a 'fully foundational' ECP are expected to pass all foundational (x-coded) subjects in a given study period before registering for the regular first year. Students should only be considered for re-admission in instances where valid reasons are provided. It would not be prudent to re-admit any student who has not demonstrated mastery of foundational disciplinary content.

4.8.2.6. Students enrolled in the 'extended' ECP modality are expected to pass 50% of all x-coded subjects in a given academic year. Failing 50% of more x-coded subjects may signal that such a student could be challenged by the full academic load of the regular content in subsequent years. It would not be prudent to re-admit any student who has not demonstrated mastery of disciplinary content.

4.8.3. Re-admission due to other institutional related exclusions

4.8.3.1. **Financial exclusion:**

4.8.3.1.1. A student may not be eligible to proceed with registration due to outstanding financial debt. In this regard, please refer to the Student Debt Management Policy of February 2018 or the Student Fees Schedule that contains CPUT policies and principles in respect of financial and related matters.

4.8.3.2. **CPUT disciplinary hearing exclusions:**

4.8.3.2.1. A student serving a sanction of a CPUT disciplinary hearing is not permitted to register until the sanction is either served in full or set aside on appeal or review. Upon acceptance of the CPUT Rules and regulations on registration, the student is bound by all rules, regulations, and policies as outlined in the Student Code of Conduct in the Student Rules and Regulations.

4.9. __Admission to part-time studies__

4.9.1. Prospective students may apply to study on a part-time basis where the qualification is available in this offering type.

4.10. __General Provisions__

4.10.1. The university reserves the right to select students for admission to chosen fields of study and to refuse admission to candidates who do not meet the selection criteria for admission to their chosen programmes.

4.10.2. Prospective applicants, currently in Grade 12, will be considered for provisional admission to study at the University based on their final Grade 11 results and subjects, or as prescribed by DHET admission initiatives. Any applicant who has been provisionally admitted on the final Grade 11 results and subjects will have to satisfy the minimum admission requirements for their chosen qualification, when the final Grade 12 results have been obtained. Thus, the University reserves the right to make a final selection notwithstanding provisional acceptance based on final Grade 11 results and subjects. The university uses an APS score, applicable to certain matric types, to calculate eligibility of first year undergraduate admissions.

5. COMMONLY USED TERMS & DEFINITIONS

5.1. **Academic exclusion**: refers to readmission refusal to a specific qualification, department, or faculty for a set period due to a student's failure to comply with the minimum academic progress requirements.

5.2. **Admission**: is the process whereby applicants who meet the requirements in terms of this policy are accepted for admission for a programme of study at the University.

5.3. **Admission requirements**: requirements that are additional to the statutory minimum requirements necessary for admission to a programme.

5.4. **Alternate admission**: the use of alternative means such as Recognition of Prior Learning (RPL) and Senate discretion as the basis for admitting students.

5.5. **Application**: the formal process of seeking admission to one or more programmes of the university but not concurrently in the same academic year.

5.6. **Application Point Score**: Point values that are assigned to matric designated subjects for selection purposes.

5.7. **Equity and fairness**: Equitable fair and rightful opportunities to enter CPUT programmes and achieve success.

5.8. **Extended Curriculum Programme (ECP)**: A full diploma or degree into which the regular first year of study is taught across two consecutive academic years. This modality includes additional academic provision and as such the minimum completion time of an ECP is one year longer than mainstream. This ECP employs the DHET approved 'extended' modality.

5.9. **Formal Learning**: Learning programmes that lead to qualifications and part-qualifications that are registered on the National Qualification Framework (NQF). This learning occurs in an organized and structured education and training environment that is explicitly designated as such.

5.10. **Foundation Programme**: An Extended Curriculum Programme which employs the DHET approved fully foundational modality, in credit-bearing preparatory based subjects precede the regular first year. Foundation subjects are preparatory in nature and intended to address students' academic transitional needs.

5.11. **Full time student** means a student for whom study is the main activity and who is enrolled for at least 60% of the total number of specified credits per semester in accordance with the minimum study period for a qualification.

5.12. **Fully Foundational**: Is a DHET approved ECP modality in which credit-bearing foundational subjects are taught in one academic year preceding the mainstream or regular first year. Fully foundational programmes aim to reinforce essential pre-requisite conceptual knowledge prior to the mainstream 1st year.

5.13. **International applicant**: an individual registered as a student as a public or private HEI in a country other than their country of citizenship or residence (permanent residence are South African).

5.14. **Minimum admission requirements** are the minimum levels of achievement required for access to degree, diploma or certificate programmes as prescribed by the national legislation of the Department of Higher Education and Training (DHET). In addition to this, programme specific requirements may apply as approved by the Senate.

5.15. **NSC** - National Senior certificate

5.16. **NCV** - National Certificate (Vocational)

5.17. **Non-formal Learning**: Planned learning activities, not explicitly designated as learning towards the achievement of a qualification or part-qualification. This learning is often associated with learning that results from improved workplace practice.

5.18. **Part time student** means a person for whom study is not the main activity, who may be employed and is enrolled for fewer than 60% of the specified credits per semester, and who may complete his/her qualification within a longer specified time frame than the minimum study period stipulated for an equivalent full-time programme.

5.19. **Placement Testing**: refers to a test or tests given to a prospective student to determine specific knowledge or proficiency in various competencies for the purpose of access to appropriate courses or classes.

5.20. **Programme**: refers to a purposeful and structured set of learning activities designed to enable a student to meet the outcomes necessary for the award of qualification.

5.21. **Provisional Acceptance**: the status is used for an applicant who meets the requirements based on their provisional results and pending their publication of their final results.

5.22. **Qualification**: formal recognition and certification of learning achievement awarded by higher education institution and that is registered on the South African National Qualifications Framework (NQF).

5.23. **Re-admission**: Applies to students who have previously been admitted to and attended the Cape Peninsula University of Technology, at any level of study.

5.24. **Reasonableness**: applying socially acceptable and equitable principles.

5.25. **Recognition of Prior Learning (RPL):** refers to the principles through which the prior knowledge, competencies and skills of a person are made visible through a process of development, teaching, mentoring and assessment. The result, where appropriate, accredits the acquired knowledge, competences, and capabilities of the person, gained through formal and non-formal learning.

5.26. **Recruitment**: is the process whereby employees of the university embark on efforts to attract prospective students.

5.27. **Registration**: is the process whereby an applicant who complies with the prescribed minimum requirements for admission to and registration for a formal qualification is registered at the university.

5.28. **Senate**: a body as constituted in terms of the Higher Education act 1997, that regulates all teaching, research and academic functions of the University and all other functions delegated/assigned to it by the University Council to which it is accountable.

5.29. **SC**: Senior certificate

5.30. **Transparency**: openness in intention, communication, and actions.

5.31. **Undergraduate qualification**: Higher Certificate, Advanced Certificate, Diploma, Advanced Diploma and Bachelor's degree offered by the University.

6. RESPONSIBILITY

6.1. The responsibility for implementing and documenting the CPUT Admissions Policy and related strategies rests with the Central Academic Administration and Faculties.

6.2. Senate has the authority to approve and make changes to the Admission Policy.

Accountability and Authority:	
Implementation:	Registrar
Compliance:	Registrar & Quality Management
Monitoring and Evaluation:	Registrar & Quality Management: The implementation of this policy should be monitored at different University levels as follows: **University level** Senate should monitor the implementation of this policy and its related University admissions strategy. **Faculty level** Each Faculty, through its Faculty Board and Faculty Executive should monitor the implementation of the University policy and strategy together with the internal faculty policies and strategies. **Departmental level** Each department should, through its HOD and Departmental staff meeting, monitor the implementation of the University policy and strategy together with the reconceptualized departmental policies and strategies. Strategic Initiative and Partnership
Development/Review:	Registrar
Approval Authority:	Senate
Interpretation and Advice:	Faculties, RPL Unit, Academic Planning Unit, Admissions and Registration Centre, Quality Management Directorate and Strategic Initiative and Partnership Office

Policy Development Framework					
Policy Type(s):	A: Institutional Governance Policy B: Academic Policy				
Type:	Policy	√	Guideline		Manual
Tick document category	Procedure		Regulation		Plan
CPUT Statute and/or Regulation Reference no. and date:	• Cape Peninsula University of Technology Statute, Government Notice No 46382 of 20 May 2022.				
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:	**DHET** 1. Articulation policy for the post -school education and Training system of South Africa. (2017) 2. Higher Education Act (101/1997) and National Qualifications Framework Act (67/2008): Policy on Minimum Requirements for Programmes Leading to Qualifications for Educators and Lecturers in Adult and Community Education and Training (2015). 3. Higher Education Act (Act No 101 of 1997 as amended). 4. Higher Education Amendment Act (Act No 9 of 2016). 5. Matriculation endorsement and issuing of certificates of exemption for admission to Bachelor's degree studies: Government Notice (GN) 1226 1 December 2000, amended in GN 1001 (12 October 2001), GN 1272 (11 October 2002), GN 1345 (26 September 2003) and GN 1317 (5 December 2008). 6. Minimum admission requirements for entry into higher certificate, diploma, and bachelor's degree programmes for holders of the amended certificate (THE SC (A)). 7. Minimum admission requirements for Higher Certificate, Diploma and bachelor's degree Programmes requiring a National Senior Certificate, Government Gazette notice # 27961 (August 2008). 8. Minimum admission requirements for Higher Certificate, Diploma and bachelor's degree Programmes requiring a National Certificate Vocational (NCV) at level 4 of the National Qualifications Framework, Government Gazette, notice # 32743 (November 2009). 9. National Policy for the Implementation of Recognition of Prior Learning in Government Gazette, No. 779 (10 October 2014 as				

	amended 2017).
	10. National Plan for Higher Education. (2001).
	11. NQF: Revised policy on the Minimum Requirements for Teacher Education Qualifications (MRTEQ), Government Gazette #: 38487 - (19 February 2015).
	12. Policy Framework for Internationalisation of Higher Education South Africa (2020).
	13. National Policy and criteria for the Implementation of Recognition of Prior Learning, in Government Gazette, No. 779 (10 October 2014) (Amended March 2019).
	14. Foundation provision in Ministerially approved Programmes (2012).
	CHE
	14. CHE guidelines on Open and Distance Learning (2015).
	15. Council on Higher Education frameworks, criteria, and requirements:
	16. Policy on Recognition of Prior Learning, Credits Accumulation and Transfer, and Assessment in Higher Education (September 2016).
	17. The Higher Education Qualifications Sub Framework (2013).
	SAQA
	18. Protocol on Education and Training (SADC 1997).
	Statutory Frameworks
	19. Immigration Act 13 of 2002 (as amended).
	20. Relevant professional body statutes.
Relevant Institutional Policies/ documents/manuals/ handbooks	21. Admission and Registration procedures
	22. Approved CPUT Minimum Admission requirements per Faculty.
	23. CPUT programmes and qualifications Mix (PQM) as approved by DHET.
	24. CPUT Extended Curriculum Programme Admission Guidelines (ECP).
	25. University and faculty marketing strategies.
	26. Memoranda of understanding as signed with external universities.

	27. Policy for articulation and credit transfer (2017).
	28. Recognition of Prior Learning (RPL) Policy.
	29. Student Enrolment Plan (CPUT).
	30. The Academic Planning Framework of the Cape Peninsula University of Technology (2009).
	31. The CPUT Policy on people with disabilities.
	32. The Mission, Vision, and Strategic Plan of the Cape Peninsula University of Technology (CPUT) (2030).
	33. Learning and Teaching Policy.
Policy Reference and Version no.:	1/4/p
Consultation Process To be verified and signed off before approval	
Policy Owner/Sponsor	Registrar
Compliance Officers	compliance Owners
Certification of Due process: To be verified and signed once approved by the relevant authority	Vice Chancellor 18.01,2024 Date

Approval Date		**Commencement Date**		**Review Date**	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.					
Version No.	**Approved/ Rescinded**	**Date**	**Approving Authority**	**Resolution Number/** (Minute number)	**Date for next review** (start date for review process)
1.0	Approved	19/06/2021	Council	5.1.8.7.	June 2023
1.1	Refresh/Minor Amendment.		Vice - Chancelor		December 2026