



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

ON

UNDERGRADUATE REGISTRATION

POLICY NUMBER	REG P17	POLICY OWNER	REGISTRAR
OVERSEEING COMMITTEE(S)	MANCO – SENATE - COUNCIL		
APPROVAL DATE	26/11/16	REVISION DATE	26/11/19

POLICY STATEMENT

This policy regulates the registration of students to undergraduate academic programmes. This policy must be read in conjunction with the Rules of the University. In case of any inconsistency between this policy and the rules of the university, the rules of the university will take preference.

REVISION HISTORY

CURRENT APPROVAL CYCLE			
POLICY NUMBER:	REG P17	SENATE NUMBER(S):	S1175/16
DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND: Registrar's office			
DATE OF SENATE APPROVAL:		26/10/16	
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EFFECTIVE DATE FOR IMPLEMENTATION:		26/11/16	
NEXT REVISION DATE:		26/11/19	

APPROVAL HISTORY			
DATE OF FIRST APPROVAL:			
POLICY NUMBER	SENATE NUMBER(S)	SENATE / MANCO REVISION DATE	COUNCIL APPROVAL DATE

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY

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1. PURPOSE AND RATIONALE

In terms of the rules as specified in the General Calendar and any other regulations as prescribed, it is the responsibility of the Student Administration Section to ensure that all students have complied with the registration conditions as prescribed by the Council of the University of Zululand.

2. DEFINITIONS

“**Access**” means to provide ease to entry to appropriate level of education and training for prospective learners in a manner, which facilitates progression.

“**Act**” means the Higher Education Act 101 of 1997 as amended.

“**Admission**” means approval to report for registration as a student of the University

“**Credits**” means the HEQSF value of assignment to a given number of notional hours of learning which may be accumulated until conditions have been met for an award of a module/programme/qualification.

“**Council**” means the governing structure of the University established in terms of Section 27 of the Higher Education Act.

“**CAO**” means Central Applications Office.

“**HEQSF**” means Higher Education Qualification Sub Framework.

“**Late Registration**” means registration that takes place after the stipulated registration period as approved by Senate.

“**MIP**” means minimum initial payment.

“**Modification**” means the change of registration of modules or programmes/qualifications on a prescribed university form.

“**Module**” means a component of a learning programme, which is constituted by institutional offerings.

“**Non-refundable fee**” means a fee that will not be refunded after the late registration has taken place

“**NSC**” means National Senior Certificate

“**Proof of registration**” is the official document that is issued by the University after completion of registration

“Prospective student” means an applicant who has applied through CAO and was selected by the Faculty for admission to programme

“Registration” means the prescribed administration process whereby a person is enrolled to study at the University

“Recognition of Prior learning” means the process whereby the University makes a judgement about extent to which prior experience may be accepted in fulfilment of admission requirements in terms of the RPL Policy as approved by the university.

“Semester” means one half of the academic year

“Senate” means an academic structure contemplated in Section 28 of the Act and chapter 5 of the Statute

“Statute” means the Statute of the University of Zululand as amended

“Student” means a person who is registered for a qualification offered at the University.

“Study” means the academic activity aimed at acquiring a qualification at the University including the use of university facilities in the prescribed manner, but excluding facilities for accommodation and recreation

“Summative Assessment” means the process of gathering evidence and making judgements about students’ achievements in relation to stated learning outcomes, and recording and reporting of these judgements

“University” means the University of Zululand, a juristic person and a public Higher Education Institution

“Walk-in applicant” means a person who has not applied to the Central Applications Office prior to the closing date for applications

3. REGISTRATION

- 3.1 All students registering at the University are required to meet the minimum admission and financial requirements of the Institution as determined by Council.
- 3.2 Students must meet the minimum admission requirements prescribed by the Faculty for the specific programme.
- 3.3 Failure to comply with 3.1. and 3.2 above will result in immediate de-registration by the Registrar.

- 3.4 Students must be registered for a specific programme and relevant modules.
- 3.5 Students must confirm the accuracy of their biographical information on the system before the printing of the registration form.
- 3.6 The student needs the approval of the Dean or his/her delegate on the selection of modules.
- 3.7 Students must sign and confirm the accuracy of the Proof of Registration and/or in the case of online registration, electronically confirm the correctness of their registration.
- 3.8 Students are required to register for both semesters in the January/February registration period.
- 3.9 Special circumstances, with the approval of Senate, students who need to access the university during the second semester will be permitted to register in June/July prior to commencement of the second semester.
- 3.10 Prospective and Senior students are required to settle all initial payments as well as outstanding fees before proceeding with registration.
- 3.11 Prospective students must produce the letter of acceptance (firm offer letter) furnished by the Admissions Section.
- 3.12 Prospective students must produce an Identity Document/Driver's Licence / Passport.
- 3.13 Prospective students must produce a NSC (National Senior Certificate) with relevant endorsement for Bachelor degree studies or Certificate/Diploma studies
- 3.14 Prospective and senior students must produce proof of residential and postal addresses.
- 3.15 Foreign students will only be registered if they have complied with all Admission requirements for such students.
- 3.16 Prospective students must report for registration on the stipulated registration dates and venues.
- 3.17 Prospective students must adhere to the rules for registration.
- 3.18 Registration forms will be issued to prospective students.

- 3.19 Academic advisors will guide and counsel on the selection of modules
- 3.20 The student, together with faculty representatives verifies his/her academic progress and identifies all modules for registration purposes. The faculty representatives approve and confirm the selection of modules by signing the registration form.
- 3.21 It is the responsibility of the faculty representatives (HoD's and Deans) to ensure that the student meets all admission and re-admission requirements as well as all co-requirements and effected payment of the MIP (Minimum Initial Payment) before collecting their registration form.
- 3.22 A student must be admitted to a programme before capturing of the modules begins.
- 3.23 If the student is admitted his/her module particulars can be captured on the ITS Student Registration System.
- 3.24 After capturing the modules, Proof of Registration is printed confirming his/her registration and listing all relevant modules, together with the applicable fee amounts.
- 3.25 All registration documents (including the checklist) for each student will be retained for filing.
- 3.26 Upon concluding the registration process, the student proceeds to the Student Card station with a copy of the Proof of Registration where a student card is produced, reflecting their personal particulars and year of study.
- 3.27 Specific reports pertaining to the registration of students can be generated by the various faculties in order to monitor their daily registration particulars.
- 3.28 No student may simultaneously be registered for more than one qualification at the University, or be registered for a qualification at another University except with the approval of Senate.

4. ACADEMIC STRUCTURE

- 4.1 The registration of students should be in line with the academic structure as approved by Senate and populated on the ITS system.

5. FEES CLEARANCE

- 5.1 The cut-off date for payment of outstanding balances and required initial payment is 4 days prior to the first scheduled day of registration.
- 5.2 Payment will reflect on the ITS Debtor system and clearance will enable

registration staff to register students.

- 5.3 NSFAS and Bursary applicants must be cleared by Financial Aid Bureau prior to proceeding with registration.

6. LATE REGISTRATION

- 6.1 An appeal for late registration should be lodged with the Registrar's Office

- 6.2 An application should consist of -:

- a) A full motivation together with proof of application;
- b) Approval by the Faculty Dean;
- c) Confirmation by the Faculty Dean that space is available'
- d) A prescribed non-refundable fee will be applicable as determined by management
- e) The appeal will be submitted to Senate for approval

- 6.3 No appeal for late registration may be submitted after the first assessment has taken place in the applicable semester for registration.

7. GENERAL

- 7.1 No student shall have an automatic right to registration which shall at all times remain the prerogative of the university.

- 7.2 A student may be de-registered at any time should the university become aware that the student negligently or intentionally misled the university in any way.

- 7.3 Any de-registration must be approved by the Registrar.

- 7.4 Students who interrupted their studies shall for whatever reason must apply for re-admission to the university and can only continue on a programme that is accredited by the Council of Higher Education (CHE) and appears on the university's programme qualification mix (PQM).

- 7.5 The *onus* remains on the student to ensure that he/she has been correctly registered. Verification of the proof of registration rests solely on the student and the university cannot be held liable for any cause whatsoever which resulted in incorrect registration of modules or programme.

7.6 With registration, every students accept to be bound by the rules/policies and procedures, statutes, acts and any legislation applicable to the university.

7.7 Retrospective Registration may not take place except with approval of Senate.

8. POLICY REVIEW

This policy shall be reviewed every 3 years.