



**UNIVERSITY OF ZULULAND**

**POLICY AND PROCEDURES**

**ON**

**UNDERGRADUATE ADMISSION**

<b>POLICY NUMBER</b>	REG P21	<b>POLICY OWNER</b>	REGISTRAR
<b>OVERSEEING COMMITTEE(S)</b>	SENATE		
<b>APPROVAL DATE</b>	23 June 2018	<b>REVISION DATE</b>	23 June 2023
<b>POLICY STATEMENT</b>			
It is the policy of the UNIVERSITY OF ZULULAND to admit applicants subject to the stipulations of section 74 (1) of the Higher Education Act, 1997 (Act No. 101 of 1997 as amended). The admission of students to UNIZULU shall be conducted in terms of the rules and regulations of UNIZULU, as approved by the Council, on the recommendation of the Senate			

<b>CURRENT APPROVAL CYCLE</b>			
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<b>RELATED POLICIES</b>			
<b>POLICY NUMBER</b>	<b>NAME OF POLICY</b>		

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## **1. INTRODUCTION**

The University of Zululand (UNIZULU) admits applicants with respect to the stipulations of section 74 (1) of the Higher Education Act, 1997 (Act No. 101 of 1997 as amended) and it is committed to complying with these stipulations. The Council of the University, in consultation with the Senate, determines the Admissions Policy.

The admissions policy should be read in conjunction with the General Rules for Undergraduate Qualifications and the Recognition of Prior Learning Policy.

All applicants who meet the minimum requirements and who submit an application during the appropriate application period are considered for admission regardless of race, gender, religion, national origin, disability and age.

If the number of applicants exceeds the spaces available at a particular campus or in a particular instructional academic programme, the University may use criteria that exceed the minimum requirements in the selection of students. Meeting the minimum requirements, therefore, is not a guarantee of admission to a particular instructional academic programme or campus.

Where there are more eligible applicants than places available the University may, in accordance with procedures as approved by the Senate, select students on the basis of academic achievement, as well as on their potential to contribute to the educational environment and intellectual vitality of the institution. Faculty Selection Committees will consider applications on their own merit and in competition with others, and may take into account examinations already passed, predicted grades in forthcoming examinations, personal statements, interviews and academic references.

The University Council, gives the Vice-Chancellor the power to refuse to admit any person as a student of the University, in exceptional cases.

The University reserves the right to make changes to admission policies and procedures at any time in order to maintain consistency with the law, with policy, or with the University's educational profile.

## **1.1 Policy Objective**

This policy regulates the admission of students to undergraduate academic programmes and it will be aligned and consistent with the Higher Education Act 1997 (Act No. 101 of 1997 as amended) and other national legislative directives so as to promote access to higher education and advance the issues of equity, diversity and redress as transformation strategies of the University.

It provides a framework and guidelines with regards to both the statutory minimum admission and Faculty specific additional admission requirements as set out in section 37 of the Higher Education Act to the undergraduate Higher Certificate, Diploma and Bachelor's academic Programmes.

### **GENERAL RULES**

- i. This policy and its rules, guidelines and procedures shall replace all previous policies and/or circulars on the admission of students to study at the UNIVERSITY OF ZULULAND.
- ii. All previous policies, rules, guidelines and procedures shall be rendered obsolete by this policy, as approved.
- iii. The admissions policy will be reviewed annually or after 3 years until it is in line with the new National Admissions Policies

### **FOUNDATION PROGRAMMES**

- iv. If an applicant does not meet the minimum admission requirements for a mainstream bachelor's degree, he/she may be considered for our Foundation and or Augmented academic programmes irrespective of race, gender, religion, nationality, disability and age provided that one satisfies all the admission requirements of such programmes.

## 1.2 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 No 101 of 1997 (as amended).

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

**“Application”** means an application to study at the University of Zululand which had been duly submitted to the Central Applications Office (CAO)

**“Applicant”** means any person who submitted an application to the CAO with the intention to study at the University of Zululand.

**“APS”** means admissions or academic points score.

**“Assessment”** means the process of gathering evidence and making judgments about students' achievements in relation to stated learning outcomes, and recording and reporting of these judgments.

**"Certificate of complete exemption"** means a certificate issued by the UNIVERSITIES SOUTH AFRICA in terms of the provisions of section 7(1)(e) and (3) of the Act, admitting a candidate to bachelor's degree study at a South African university without any conditions or limitations.

**"Certificate of conditional exemption"** means a certificate issued by the UNIVERSITIES SOUTH AFRICA in terms of the provisions of section 7(1)(e) and (3) of the Act, admitting a candidate to bachelor's degree study at a South African university, subject to specified conditions and for a specified period.

**“Conditional Offer”** means an offer that was made to a prospective student that contains certain conditions that must be met before the offer can be converted to a firm offer.

**"Council"** means the Council of the UNIVERSITY OF ZULULAND, duly constituted in terms of the Higher Education Act 101 (1997 as amended) and contemplated in terms of section 18 of the Statute of the University of Zululand.

**"Credits"** means the value assigned to a given number of notional hours of learning which may be accumulated until conditions have been met for the award of a module/course/programme/qualification.

**"Course"** means a component of a learning programme, which is constituted by modules/instructional offerings.

**"Endorsement"** means the effecting of a statement by the Matriculation Board that a senior certificate candidate has satisfied the requirements for matriculation exemption in terms of the provisions of section 7(1)(d) of the Act.

**"Equivalent Status"** means the admission of a graduate of another university (whether in the Republic or elsewhere) to a status at the University equivalent to the status which he or she attained at the other university.

**"Firm Offer"** means an offer that is made to a selected prospective student by an authorized agent of the university, which offer must meet the minimum entry requirements for the programme.

**"Foreign student"** means a Foreign National, allowed to study at the university through a duly issued study permit and excludes an individual that has been awarded permanent residence and asylum status.

**"Grade 12"** means the highest grade in which education is provided by a school as defined in the South African Schools Act, 1996 (Act 84 of 1996).

**"Matriculation Exemption"** means exemption from the matriculation examination conducted by the Matriculation Board prior to 2008;

**"N5 & N6 standard"** means the standard achieved in a subject at the National Certificate: N5 or N6 passed at a South African further education and training college or TVET college.

**"National Senior Certificate"** or **"NSC"** means a school-leaving certificate conferred by the South African Certification Council, UMALUSI.

**"National Certificate"** or **"NCV"** means a school-leaving certificate conferred by Tertiary Vocational Education and Training Colleges (TVET).

**"Prospective Student"** means an applicant who wishes to become a student at the University of Zululand.

**"Registration"** means the administrative process whereby a person is enrolled to study at the University after being admitted.

**"Recognition of prior learning"** means the process whereby the University makes a judgment about the extent to which prior learning or prior experience may be accepted in fulfillment of admission requirements.

**"SAQA"** means the South African Qualification Authority.

**"Selection"** is a process whereby the University of Zululand considers all applicants who wish to enroll with the University.

**"Senate"** means body contemplated in Section 28 of the Act, means the academic structure of the University contemplated in paragraph 24 of the Statute of the University of Zululand.

**"Senior certificate"** means a school-leaving certificate with at least five Higher Grade or five Standard Grade subjects or a combination of five Higher Grade and Standard Grade subjects, approved by the UNIVERSITIES SOUTH AFRICA and issued by the Council, or an equivalent certificate issued prior to the commencement of section 9 of the South African Certification Council Act, 1986 (Act 85 of 1986).



**“Student”** means a person registered full-time or part-time for a degree, diploma or certificate at the University and who has paid the prescribed fees, provided that a person so registered and who is also a full-time or part-time member of the academic, non-academic or administrative staff at the University, must for the purposes of the membership of the Council, the Senate or the Students' Representative Council, be deemed not to be a student.

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

**“Study permit”** means a document that all Foreign Nationals must possess in order to study in our South African Institution of Higher Education.

**“UNIVERSITIES OF SOUTH AFRICA”** or **“USAF”** means Higher Education South Africa formerly known as HESA/MB.

**“Undergraduate”** means a student who is selected and admitted to study a bachelor degree or a diploma or a certificate.

**“University”** and **“UNIZULU”** means the University of Zululand.

**“University Certificate”** means any degree, diploma or any other certificate issued on the successful completion of a university qualification.

**“Vice-Chancellor”** means the chief executive and accounting officer at the University of Zululand.

**“Walk-in applicant”** means a prospective student who has not applied to the Central Application Office prior to the closing date for applications.

## **2. MINIMUM ADMISSION REQUIREMENTS**

### **2.1 National Senior Certificate, Matriculation Exemption, or Further Education and Training Certificate**

2.1.1 The standard qualification for admission to study for a degree is a National Senior Certificate, Matriculation endorsement or equivalent (Further Education and Training Certificate).

The Council may, in consultation with the Senate add:

#### **2.2.1.1 ADMISSIONS REQUIREMENTS AND/ OR ADDITIONAL ADMISSION REQUIREMENTS**

Over and above the rule 2.1.1 (Standard Admissions Criteria), each faculty shall apply its own Admission Points Scores and is entitled to specify subject requirements for a particular programme e.g. BSc majoring with Mathematics and Physical Science may require Physical Science or Life Sciences and Maths at level 6 or "A" SG/ "D" HG. Other additional requirements may include the following:

- Interviews
- Tests or
- Portfolio of evidence (e.g. drawings, photos, paintings etc.)

2.1.2 All Faculties of the University shall apply the admission requirements as stipulated in the Higher Education Act; and the statutes and regulations framed thereunder, and the resolutions taken by Council and Senate in terms of the Act and in terms of such statutes and regulations

### **2.2 National Senior Certificate (NSC)**

2.2.1 The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 4 (Adequate achievement, 50 - 59%) or better in four subjects chosen from the recognized 20-credit NSC subjects known as the 'designated subject list.

2.2.2 The table below explains how well school leavers need to do in school subjects to meet the minimum entry requirements for each qualification. It is important to note that the table refers to minimum entry requirements. The university may add additional requirements for specific qualification Programmes.

Qualification	Minimum Admission Entry Requirement
<b>Bachelor's Degree</b>	(i) All seven NSC subjects must be passed. (ii) An achievement rating of 4 (50 - 59%) or better in four subjects from the designated list. Language, Maths / Mathematical Literacy, Life Orientation. <sup>1</sup>
<b>Diploma</b>	Pass NSC with: An achievement rating of 3 (moderate Achievement, (40 - 49%) or better in four recognized NSC 20-credit subjects
<b>Certificate</b>	The minimum admission requirement is a National Senior Certificate (NSC) with a minimum of level 2 (30% or higher) in the language of learning and teaching of the higher education institution and one home language as certified by the Council for General and Further Education and Training (Umalusi). In addition, applicants must have four recognized NSC 20 credit subjects. Institutional and programme needs may require appropriate combinations of recognized NSC subjects and levels of achievement. For example, an institution may determine that a Higher Certificate in Marketing requires in addition to the NSC a specified level of attainment in English and an associated recognized subject

<sup>1</sup> Life Orientation is not in the list of designated subjects. It is internally examined subject. Even if a candidate attains the above level 3. The results obtained in Life Orientation will not be used in the calculation of the APS score but Learners must have an achievement level of 3 in order to gain admission entry.

### 2.3 National Certificate in Vocation – NCV Level 4 (obtained from an FET College)

Qualification	Minimum Admission Entry Requirement
<b>Bachelor's degree</b>	Must meet NC(V) level 4 statutory requirements; 60% in three fundamental subjects including LOTL; 70% in four compulsory vocational modules
<b>Diploma</b>	Must meet NC(V) level 4 statutory requirements; 50% in three fundamental subjects including LOTL; 60% in three compulsory vocational modules.
<b>Higher Certificate</b>	Must meet NC(V) level 4 statutory requirements; 40% in either home language or first additional language but one must be the LOTL; 30% in either Maths or Maths Lit; 40% in Life Orientation; 50% in the four other vocational subjects; Submit a record of evidence for any subject failed

Any person who meets the general minimum admission requirements stipulated in subparagraphs above together with the Faculty Specific Minimum Entry Criteria shall be regarded as having met the minimum admission requirements of UNIZULU.

### 2.4 Senior Certificate (Old Matriculation)

2.4.1 A candidate is expected to have a minimum level of proficiency in the English languages. A pass mark of at least an 'E' symbol on SG level in the English language is considered to be sufficient, although any other proof of proficiency in the English language will also be taken into consideration. A pass mark of at least an 'F' symbol on HG level in the English 1<sup>st</sup> Language is also considered to be sufficient.

## **2.5 N5/N6 Certificate (Obtained from an FET College)**

2.5.1 Candidate with N5/N6 Certificate (obtained from an FET College) may qualify for a degree programme. One must at least have obtained 40% in at least four subjects, and have passed one of the official languages as his or her First Language, at least in the Standard Grade, and have passed any other official language as his or her Second Language, at least in the Standard Grade, in the Senior Certificate examination or an equivalent examination, or has passed any subject in any official language, which the Council has approved to be an equivalent, in the manner stipulated

## **2.6 Certificate of conditional exemption by virtue of a senior certificate**

2.6.1 The applicant must have:

- (i) At one and the same sitting, or in the case of a part-time candidate, at the two permitted qualifying sittings for the examination, sat examinations in not less than six approved subjects;
- (ii) Passed in at least five subjects;
- (iii) Obtained the minimum aggregate of 950 marks;
- (iv) Lacks only one of the following requirements for a senior certificate with a matriculation endorsement:
  - (a) a pass in one of the languages required;
  - (b) a pass in a subject which means that the grouping requirement is not met including a case where a candidate offered only three groups;
  - (c) a pass in mathematics or a required natural science subject;
  - (d) a pass in one of the required two subjects on the Higher Grade;  
and
  - (e) a 20 per cent sub-minimum in the sixth subject.

2.6.2 When a candidate has failed in a Higher Grade language subject used for the purpose of Group A results, the candidate must satisfy more than one of these requirements.

2.6.3 A certificate of conditional exemption issued by virtue of a senior certificate shall be deemed to have lapsed if the holder of the certificate does not satisfy the outstanding requirement. It may be renewed each year on application.

## **2.7 Certificate of conditional exemption by virtue of mature age**

**[Please note:** The Matriculation Board of Universities South Africa does not regulate admission requirements for the NSC and NC(V).]

2.7.1 A student who has attained the age of twenty-three (23) years or more and is in possession of a Senior Certificate, and has been granted a certificate of conditional exemption by Universities of South Africa (USAf) on grounds of mature age may be admitted to a bachelor's degree. The applicant, however, must have met the following requirements:

- I. attained the age of 23 years before or during the year in which the applicant wishes to enroll at the university;
- II. before 31 March of the year for which a certificate of conditional exemption is required, passed with at least four Higher Grade or Standard Grade subjects, at least three of which shall have been passed simultaneously and one of which shall be a recognized subject on the Higher Grade:

Provided further that –

- a. an official language Second Language Higher Grade subject shall only be recognized as a Higher Grade subject if at least 40 per cent is obtained, and
- b. other subjects may be recognized for the purpose of this subparagraph, or that a certificate of conditional exemption may be issued in terms of this paragraph to a person whose general educational qualifications satisfy the Committee of Principals of Universities of South Africa (USAf)

2.7.2 The University may, at its discretion, admit a student irrespective of educational qualification, who has been granted a certificate of conditional exemption by Universities of South Africa on the grounds of having attained the age of forty-

five (45) years on or before the year in which he/she intends to enroll for a bachelor's degree. The applicant, however, must have attained the age of 45 years before or during the year in which the applicant wishes to enroll at the university.

2.7.3 A certificate of conditional exemption issued by virtue of a senior certificate shall be deemed to have lapsed if the holder of the certificate does not satisfy the outstanding requirement within a period equal to the minimum prescribed full-time duration for the relevant bachelor's degree plus two additional years calculated from 1 January of the year in which the holder registers for a bachelor's degree at a university. It may be renewed on application.

## **2.8 Certificate of complete exemption by virtue of post-school qualifications**

2.8.1 A student who holds a Senior Certificate and recognized post-school qualifications and has been granted a certificate of complete exemption by Universities of South Africa shall be admitted to a Bachelor's Degree irrespective of age. This will apply to the following categories:

2.8.1.1 An approved two-year diploma from a university or technikon; or

2.8.1.2 One of the following approved three year diplomas:

- (a) teachers' diploma obtained from a South African Teachers Education College;
- (b) nursing diploma obtained from a South African Nursing College in terms of a co-operation agreement with a South African university; or
- (c) any other equivalent post-school qualification approved by Universities of South Africa.

### 3. DESIGNATED SUBJECTS

[Please note: This may change as USAf is in discussion with DBE to abolish or expand the Designated List of subjects]

- 3.1 Applicants who wish to enroll for a degree programme need to ensure that four of their seven subjects are from the designated list.
- 3.2 The list already includes three of the four compulsory subjects for obtaining the NSC, namely, Languages, Math's or Math's Literacy.
- 3.3 A learner must then select one or more subjects from the list below, provided that they are not from the same group in order to apply for a degree programme.

Accounting	Languages
Agricultural Sciences	Life Sciences
Business Studies	Mathematics or Mathematical Literacy
Dramatic Arts	Music
Economics	Physical Sciences
Engineering Graphics and Design	Religion Studies
Geography	Visual Arts
History	Consumer Studies
Information Technology	

### 4. SPECIAL ADMISSIONS / ALTERNATIVE ADMISSION ROUTE

#### 4.1 Senate Discretion (SD)

- 4.1.1 Certificate of conditional exemption by virtue of a certificate issued by the Senate of a University.



4.1.2 SD is used to accommodate applicants who do not meet the UNIZULU minimum admissions requirements for entry into a degree academic programme.

4.1.3 At the initial stage, UNIZULU is required by Universities South Africa to submit the Senate approved academic programmes (e.g. B Com Foundation), accompanied by the minimum admissions requirements of the selection programme and an indication of the date of Senate approval.

4.1.4 UNIZULU will apply for a conditional exemption certificate for students who have been selected through this process. Once again, this is on condition that Senate is satisfied that the candidate is suitable for admission to a bachelor's degree. This certificate shall be valid to UNIZULU only.

UNIZULU must attach the following:

- (a) The application form appropriately completed by the institution;
- (b) statement by the Registrar that the applicant has shown in some Senate approved and Matriculation Board recorded selection test/programme that s/he meets the criteria as determined by the Senate; and
- (c) The appropriate exemption fee for that academic year.

4.1.5 The Universities of South Africa shall issue a certificate of conditional exemption to a person who, in the opinion of the Senate of the University, has demonstrated, in a selection process approved by that Senate, that he or she is suitable for admission to bachelor's degree studies, which certificate shall be valid for admission to UNIZULU only

4.1.6 **CONVERSION OF THE CONDITIONAL CERTIFICATE TO CERTIFICATE OF COMPLETE EXEMPTION.** Where the Senate of UNIZULU certifies that the holder of a certificate of conditional exemption issued in terms of this paragraph has completed one full credit of instructional offerings, the Universities of South Africa shall issue a certificate of complete exemption to him or her, dated from the first day of the month of the period of academic residence in which the first degree credit was obtained.

UNIZULU must attach the following:

- (a) An academic record with degree credits obtained and modules passed when converting the certificate.

#### 4.2 Recognition of Prior Learning (RPL) as per Senate approved policy.

4.2.1 A student may be admitted on the basis of an alternative qualification, examination or experience (prior learning and/or experience) which is recognized in terms of the Recognition of Prior Learning Policy of the University as laid down by Council in consultation with Senate. This rule is read together with the current RPL Policy.

#### 5. ACADEMIC/ADMISSIONS POINTS SCORE (APS)

5.1 In addition to the general admission requirements for undergraduate studies at UNIZULU, admission to our academic programmes is subject to Faculty specific admission requirements and for selection purpose, Faculties allocate points/APS to each academic programme (consult our Faculty Handbooks for specific additional admission requirements).

5.2 Below is a table to guide learners who possesses a Senior Certificate (Old Matric results) to tabulate their points (APS)

Symbol Achieved in Grade 12 subjects	Higher Grade	Standard Grade	EXAMPLE OF HOW TO CALCULATE APS			
			Subject	HG	SG	POINTS/APS
A (80-90)	8	6	ISIZULU	D		5
B (70-79)	7	5	ENGLISH	C		6
C (60-69)	6	4	AFRIKAANS	D		5
D (50-59)	5	3	MATHEMATICS	C		6
E (40-49)	4	2	BIOLOGY		C	4

F (33-39)	3	1	PHYSICAL SCIENCE		B	5
				<b>APS/POINTS</b>		<b>31</b>

5.3 The results obtained in six NSC subjects are used to calculate the APS score. The results obtained in Life Orientation will not be used in the calculation of the APS score. [**Please note:** this may change due to the CAPS requirements]

5.4 Table below is a guide for learners with NSC School results (New matric results) to tabulate their points (APS)

NSC RATING	APS SCORE	EXAMPLE OF HOW TO CALCULATE THE APS			
		NSC SUBJECT	NSC RATING	APS/POINTS	
7 (90 – 100)%	8	English	4	4	
7 (80 – 89)%	7	IsiZulu	5	5	
6 (70 – 79)%	6	Mathematics	3	5	
4 (50 – 59)%	4	Geography	4	4	
3 (40 – 49)%	3	Physical Science	4	4	
2 (30 – 39)%	2	Life Science	4	5	
1 (0 – 29) %	1	Life Orientation	6	0	
				<b>APS/POINTS</b>	<b>27</b>

## 6. FOREIGN QUALIFICATIONS

6.1 Prospective students with qualifications obtained outside the Republic of South Africa should contact the South African Qualification Authority (SAQA) beforehand to have their qualifications evaluated.

## 7. EVALUATION OF PROSPECTIVE APPLICANTS

7.1 Evaluation of applications rests with each Faculty, however the Admissions Office remains responsible for the administration process.

7.2 All Faculties must apply a uniform selection procedure as approved by the Faculty, subject to the provisions in this admissions policy.

7.3 An Admissions Committee must be established as a standing Committee of Senate to approve all admissions and deliberate on complicated matters and potential appeals. The terms of reference must be approved by Senate.

7.4 The table below sets out the process of evaluation of prospective applicants.

Admissions Office	Faculties	Admissions Committee (AC)
<ul style="list-style-type: none"> <li>• Assist in ensuring the admission targets of the Faculties are met</li> <li>• Handles and administer all straight forward applications for admission</li> <li>• Applies a uniform selection procedure and all applicants are evaluated as per University's Admissions Policy</li> <li>• Identifies and selects prospective students as per established minimum admission requirements</li> <li>• Monitor and verifies all admitted FTENs</li> <li>• Refers all cases that are not clearly stipulated in</li> </ul>	<ul style="list-style-type: none"> <li>• Handles and make decisions on borderline application requests</li> <li>• Applicants who partially meet the minimum admission requirements e.g. meets national norm like bachelors and the APS score but falls short of the Faculty Specific Minimum Requirements</li> <li>• Applicants who may qualifies for conditional exemption certificates</li> <li>• Where an applicant is 23 years and above with a senior</li> </ul>	<ul style="list-style-type: none"> <li>• Terms of Reference to be decided could include: -               <ul style="list-style-type: none"> <li>○ To decide on very complicated and less straight forward requests</li> <li>○ Principle on the intake of foreign students as well as minorities as part of its transformation strategy</li> <li>○ May consider requests from Faculties with intentions to adjust the minimum admission requirements for <b>FTENs</b> in order to</li> </ul> </li> </ul>

<p>the admissions policy to the Faculties for a decision e.g. borderline cases and Refers all RPL to Faculties for a decision</p>	<p>certificate whose points are below the required score, such a student qualifies for a mature age exemption certificate and shall be referred to the faculty for a decision</p>	<p>meet the enrolment targets by sending through a motivation to the AC</p>
<p><b>The Admissions Office captures the following statuses:</b></p>	<ul style="list-style-type: none"> <li>• Approve prospective students with equivalent qualifications</li> <li>• Keep records of such decisions and send the records to Admissions Office for implementation</li> <li>• Refers all less straight forward requests for admission to the Admissions Committee for a decision</li> </ul>	<ul style="list-style-type: none"> <li>○ Status and role of the AC to advise Senate on admission related matters or be a Standing Committee of Senate</li> <li>○ The composition of the Committee</li> <li>○ Frequency of its meetings</li> </ul>
<p>I. Firm offer (for applicants who have completed their matric)</p>		
<p>II. Conditional offer (for applicants who are still doing their matric)</p>		
<p>III. Pending</p>		
<p>IV. Waiting for a decision (a default status)</p>		
<p>V. Withdrawn</p>		
<p>VI. Unsuccessful</p>		

## 8. RULES AND PROCEDURES RELATING TO ENQUIRIES, APPLICATIONS AND ACADEMIC ADMISSION

### 8.1 Rules and Procedures for Enquiries

8.1.1 Methods that can be used by prospective applicants to enquire about admission includes the following:

- (a) Telephone, Email and, Internet
- (b) Holders of final grade 12 matric results or current grade 12 learners may approach and apply directly to the Central Application Office (CAO) by

either visiting their website at [www.cao.ac.za](http://www.cao.ac.za) or email at [formrequestcao@cao.ac.za](mailto:formrequestcao@cao.ac.za) or by telephone 031 268 4400

(c) Transferring undergraduate students (students from other tertiary institutions) and

(d) Foreign nationals may also apply directly to the CAO

## **9.2 Rules and Procedures for Applications for Admission**

9.2.1 All prospective students shall apply for admission to programmes offered by the University via the Central Applications Office (CAO) or any other office as approved by Senate and communicated to the public.

9.2.1.1 The CAO shall, on request, issue an application form for admission to prospective applicants including Undergraduate transferring students and Foreign Nationals.

9.2.2 Applicants must observe the closing dates of the different academic programmes.

9.2.3 The applicant submits the prescribed application form for admission purposes, accompanied by all the relevant documentation and applicable application fee amount to the CAO.

9.2.4 All applicants currently in grade twelve with June trial results or with final grade twelve results are required to apply via the Central Applications Office.

9.2.5 All applicants who were offered a place to study at the University in any previous year, but failed to take up the offer and or did not register shall be required to re-apply through the Central Applications Office.

9.2.6 No prospective student shall be admitted to follow any programme without prior evaluation. The application forms must be submitted with the fixed administration fee to the Central Applications Office and the closing date/s must be strictly observed by prospective students

### **9.3 Application Deadlines**

9.3.1 Late applications may be considered by the University if we have given insufficient offers to those who applied before the University closure date.

9.3.2 Applicants must ensure that they submit their applications prior to the closure dates stipulated by the CAO or to any other application office as approved by Senate and communicated to the public.

### **9.4 Rules for Selection**

9.4.1 All applications for admission are subject to a selection process.

9.4.2 Applicants must comply with the general admission requirements and any other specific requirements as prescribed by the Faculty.

9.4.3 A candidate may be expected to attend an interview, undergo a selection test and/or make a written presentation to the relevant head of department.

9.4.4 The sole discretion to select an applicant rests with the University and may be revoked/denied if:

- (a) The application is fraudulent in any form; and/or
- (b) The application contains false/misleading/incomplete information; and/or
- (c) Any document submitted with an application is false; and/or
- (d) The applicant does not meet the general and faculty specific admission requirements; and/or
- (e) The application was submitted late; and/or
- (f) Offers were not accepted in the prescribed form; and/or
- (g) The selector who selected an applicant made an error in selection; and/or
- (h) The selector was bribed in making a selection or was conflicted in any form when making a selection; and/or
- (i) Any other justifiable reason.

9.4.5 Admissions will start the selection of applicants on or after the 1<sup>st</sup> of May for the following academic year. Selection will be on a continuous basis and is based on the information or data that is made available on the CAO system.

9.4.6 Where an applicant is 23 years and above with a senior certificate whose points are below the required score, such a student qualifies for a mature age exemption certificate and shall be referred to the faculty for a decision.

9.4.7 Preference shall be given to those applicants; -

(a) who selected UNIZULU as 1<sup>st</sup> choice. In the event of the University not meeting its enrolment targets, it may consider 2<sup>nd</sup> and 3<sup>rd</sup> choices;

(b) who have completed their matric and qualifies with very good final matric results. Such prospective students shall be given a **FIRM OFFER** as soon as possible.

9.4.8 **CONDITIONAL OFFERS** are for applicants who are currently busy with their matric:

(i) such prospective students submit their final grade 11 results or grade 12 June or September results and are required to submit subsequent final matric results to the CAO once they become available

(ii) This offer is conditional and subject to the applicant achieving results for the National Senior Certificate Examinations that fulfils both the statutory requirements for entry to a bachelor's degree/diploma/certificate (whichever is applicable) and the specific faculty admission criteria

(iii) if the applicants meet the minimum admission requirements for the programme based on the final matric results, the admissions office must change the Conditional Offer status to a Firm Offer status on the CAO system.

A successful applicant must be admitted first before he/she can be registered.

## 10. UNSUCCESSFUL APPLICATIONS

10.1 In the event that the minimum school points score achieved are not sufficient, such an applicant will not be considered for selection.



10.2 Every Faculty must ensure that applications who do not meet the minimum admission requirements shall be regretted as soon as possible, but no later than the first week of January, on the CAO database.

10.3 If an applicant does not meet the minimum admission requirements for a mainstream bachelor's degree, he/she may be considered for a Foundation and or Augmented academic programmes irrespective of race, gender, religion, nationality disability and age provided that the applicant satisfies all the admission requirements of such programmes.

## **11. RE-CONSIDERING PREVIOUSLY REGRETTED APPLICANTS**

11.1 After the release of the final matric results in early January, Faculties must search for the pool of applicants that were regretted, but now meets the minimum entrance requirements provided that there are spaces available.

## **11. WALK-IN APPLICANTS**

11.1 Such applicants are encouraged to contact and apply through the CAO. No walk-in students will be accepted by the University.

## **12. VERIFICATION OF FINAL MATRIC RESULTS**

12.1 All Identity documents and final NSC matric results/certificates shall be verified and finalized before the commencement of the first time entry students' registration by the Admissions Office. Applicants with questionable results shall have those qualifications confiscated and handed over for criminal prosecution.

## **13. NOTIFICATION OF THE OUTCOME OF THE APPLICATION FOR ADMISSION**

13.1 Only the Registrar's Office through the Admissions Office is permitted to communicate the outcome of selection to applicants and provide appropriate information to applicants through letters, emails, and sms notices.

- 13.2 All applicants are required to respond within the prescribed period in order to secure the selected offer and must quote the reference number which is in the acceptance letter in all their correspondence or when contacting the University.
- 13.3 The prospective students must confirm to the University their acceptance of the offer by doing the following:
- (a) Submitting a completed acceptance form, and
  - (b) Proof of payment of a non-refundable acceptance fee as prescribed by the University
- 13.4 Change of status from a conditional to a firm offer **MUST** be done by the faculty selectors in the first week of January.
- 13.5 All the rules and procedures shall apply to all prospective students including transferring students and foreign nationals
- 14. ADMINISTRATION OF STUDENTS CHANGING PROGRAMMES AND THOSE WHO INTERRUPTED THEIR STUDIES**
- 14.1 All such students shall complete a Form for Returning students: ADM02 obtainable from the Admissions Office.
- 14.2 The Form must be submitted to the relevant faculty for a decision and approval.
- 14.3 Faculties shall be guided by the rules G (5) (17) (a) – (f) as contained in the University General Calendar as well as rule G20. Rules G28, G32 and G36 applies to postgraduate students.
- 14.4 The faculties must return the approved forms to the Admissions Office.
- 14.5 No student can be registered without being admitted first.

## **ANNEXURE “A” - APPLICATION PROCESSES FLOW**

