



STUDENTETOELATINGSBELEID

STUDENT ADMISSION POLICY



Studentetoelatingsbeleid				Student Admission Policy			
Beleidsnaam	Studente-toelatingsbeleid	Beleids-nummer	003_ADM	Policy name	Student Admission Policy	Policy number	003_ADM
Goedkeurende liggaam	Senaat	Aanvangs-datum	2012-01	Approving body	Senate	Start date	2012-01
		Jongste hersiening	2024-07			Latest revision	2024-07
Weergawe	9	Beleidseienaar	Registrateur	Version	9	Policy owner	Registrar
Toepaslike beleid	▪ Akademiese Vorderingsbeleid ▪ Beleid op Erkenning van Vorige Leer en Kredietoordrag ▪ Kansellasiebeleid ▪ Onderrig- en Leerbeleid			Applicable Policy	▪ Academic Progress Policy ▪ Policy on Recognition of Prior Learning and Credit Transfer ▪ Cancellation Policy ▪ Teaching and Learning Policy		
Gepaard-gaande dokumente	▪ Jaarboek			Associated documents	▪ Yearbook		



INHOUDSOPGAWE

1	Doel van die beleid	4
2	Omvang en toepassing.....	4
3	Interpretasie	5
4	Werwing	5
5	Toelatingsvereistes	6
6	Keuring	10
7	Registrasie	14
8	Uitstel van studies.....	15

INDEX

1	Purpose of the policy	4
2	Scope and application	4
3	Interpretation	5
4	Recruitment	5
5	Admission Requirements	6
6	Selection	10
7	Registration	14
8	Postponement of studies	15



1 Doel van die beleid

Die doel van hierdie beleid is om regverdige en effektiewe toegang te bied tot Akademia se geakkrediteerde kontak- en afstandsonderrigprogramme, en om die toelatingsvereistes vir studie by Akademia in ooreenstemming met nasionale vereistes te definieer. Die beleid verskaf ook riglyne vir alternatiewe roetes vir toelating tot hoër onderwysstudies van toepassing op voorgraadse en nagraadse studies.

Die beleid onderskei tussen algemene toelatingsvereistes vir 'n program van die instelling en fakulteitspesifieke toelatingsvereistes vir 'n spesifieke program. Die beleid bepaal ook die voorwaardes waaraan 'n student moet voldoen vir voortgesette registrasie vir die gekose program.

2 Omvang en toepassing

Hierdie beleid dek die werwing, keurings- en toelatingsvereistes van studente vir Akademia se programme, beide voorgraads en nagraads. Hierdie vereistes erken, oorweeg en is in ooreenstemming met grondwetlike, statutêre en hoërsonderrigverwante raamwerke waarbinne Akademia funksioneer, sowel as alle vereistes en bepalings van toepassing op hoërsonderriginstellings.

1 Purpose of the policy

This policy aims to provide fair and effective access to Akademia's accredited contact and distance learning programmes and to define the admission requirements for study at Akademia following national requirements. The policy also provides guidelines for alternative routes for admission to higher education studies applicable to undergraduate and postgraduate studies.

The policy distinguishes between general admission requirements for a programme at the institution and faculty-specific admission requirements for a specific programme. The policy also stipulates the conditions a student must comply with for ongoing registration for the chosen programme.

2 Scope and application

This policy covers the recruitment, selection and admission requirements of students for Akademia's programmes, both undergraduate and postgraduate. These requirements acknowledge, consider and are consistent with constitutional, statutory and higher education related frameworks within which Akademia operates, as



well as all requirements and provisions applicable to higher education institutions.

3 Interpretasie

Hierdie beleid moet saam met alle nasionale beleide oor en riglyne rakende toelatings, asook die Jaarboek wat die spesifieke institusionele toelatingsvereistes per program definieer, geles word.

4 Werwing

- 4.1 Akademia het prosedures in plek vir die werwing, keuring, toelating en registrasie van studente. Hierdie prosedures word deurentyd hersien en bygewerk. Aansoeke van voornemende studente word erken en verwerk, en aansoekers word in kennis gestel van die uitslag van aansoeke.
- 4.2 Toelating tot 'n program is voorwaardelik, en 'n student se registrasie vir 'n program sal slegs gefinaliseer word wanneer alle dokumentasie ingehandig is en die aansoeker aan alle voorwaardes wat vir registrasie gestel is, voldoen het.

3 Interpretation

This policy must be read in conjunction with all national admissions policies and guidelines, and the Yearbook that defines the specific institutional admission requirements per programme.

4 Recruitment

- 4.1 Akademia has procedures for recruiting, selecting, admitting, and registration of students. These procedures are constantly revised and updated. Applications from prospective students are acknowledged and processed, and applicants are notified of the outcome of applications.
- 4.2 Admission to a programme is conditional, and a student's registration for a programme will only be finalised once all documentation has been submitted and the applicant has complied with all conditions for registration.



5 Toelatingsvereistes

5.1 Algemene toelatingsvereistes

- 5.1.1 Bereidwilligheid om binne die raamwerk van Akademia se visie, strategie, waardes, beleide en algemene reëls te studeer.
- 5.1.2 Indiening van dokumentasie wat die aansoeker se identiteit en voltooiing van Graad 12 bewys.

5.2 Nasionale Senior Sertifikaat

Om tot 'n voorgraadse program toegelaat te word, moet 'n voornemende kandidaat:

- 5.2.1 bewys lewer dat hy oor 'n Nasionale Senior Sertifikaat (NSS) beskik wat toelating tot graad-, diploma- of hoërsertifikaatstudie bied, soos van toepassing, of dat hy ingeskryf het vir 'n Nasionale Senior Sertifikaat (NSS);
- 5.2.2 die skoolvakke wat deur die betrokke program vereis word (raadpleeg die Jaarboek vir programspesifieke toelatingsvereistes) op die vereiste vlak geslaag het; en

5 Admission Requirements

5.1 General admission requirements

- 5.1.1 Willingness to study within the framework of Akademia's vision, strategy, values, policies and general rules.
- 5.1.2 Submission of documentation proving the applicant's identity and completion of Grade 12.

5.2 National Senior Certificate

To be admitted to an undergraduate programme, a prospective candidate must:

- 5.2.1 provide proof that he holds a National Senior Certificate (NSC) that allows admission to degree, diploma or higher certificate studies, as applicable, or that he enrolled for a National Senior Certificate (NSC);
- 5.2.2 pass the school subjects required by the relevant programme (see the Yearbook for programme-specific admission requirements) at the required level; and



5.2.3 ten minste 50% in Akademia se onderrigtaal behaal het.

5.3 Nasionale Beroepsgerigte Sertifikaat

5.3.1 Kandidate met 'n NKR-vlak 4 Nasionale Beroepsgerigte Sertifikaat wat deur Umalusi gesertifiseer is, asook toepaslike vakke, sal vir registrasie oorweeg word.

5.4 Buitelandse en/of ander skoolverlaterskwalifikasie(s)

5.4.1 Enige kandidaat met 'n buitelandse of NSS-ekwivalente kwalifikasie wat vir graadstudie wil aansoek doen, moet die vereiste aansoek vir vrystelling aan Universiteite Suid-Afrika (USAf) rig. Na ontvangs van 'n vrystellingsbrief of -sertifikaat van USAf kan die kandidaat vir graadstudie aansoek doen.

5.4.2 Die vergelykbaarheid met buitelandse kwalifikasies word deur die Suid-Afrikaanse Kwalifikasieowerheid (SAKO) bepaal. Kandidate met so 'n kwalifikasie wat vir 'n program by Akademia wil aansoek doen, moet by SAKO aansoek doen om 'n gelykwaardigheidsertifikaat.

5.2.3 achieve at least 50% in Akademia's language of instruction.

5.3 National Vocational Certificate

5.3.1 Candidates with a NQF Level 4 National Vocational Certificate certified by Umalusi and with relevant subjects will be considered for registration.

5.4 Foreign and/or other school-leaving qualification(s)

5.4.1 Any candidate with a foreign or NSC equivalent qualification wishing to apply for degree studies must submit the required application for exemption to Universities South Africa (USAf). Upon receipt of an exemption letter or certificate from USAf, the candidate can apply for degree studies.

5.4.2 The South African Qualifications Authority (SAQA) determines the comparability with foreign qualifications. Candidates with such a qualification who want to apply for a programme at Akademia must apply for an equivalence certificate from SAQA.



5.5 Alternatiewe toelatings op grond van die Senaat se diskresie

Matriekvrystelling is die algemene toelatingsvereiste vir graadstudies.

Daar word egter alternatiewe moontlikhede deur wetgewing daargestel. 'n Sertifikaat van voorwaardelike vrystelling kan aan enige persoon uitgereik word wat deur 'n Senaat goedgekeurde assesserings- en/of keuringsproses bewys het dat hy/sy 'n gepaste kandidaat vir hoëronderwysstudie is.

5.5.1 Aansoekers sonder 'n NSS of onderskrewe NSS

Kandidate wat 'n NSS voltooi het wat nie voldoende was vir toelating tot graadstudies nie, sal vanaf die ouderdom van 23 op grond van alternatiewe toelating oorweeg word. Hierdie ouderdom word gebruik in die veronderstelling dat dit die nodige vlak van volwassenheid en relevante lewenservaring vir hoëronderwysstudies reflekteer.

5.5.2 Volwasse ouderdom – 45 jaar

Kandidate van 45 jaar en ouer wat nie matriek of 'n ekwivalente kwalifikasie voltooi het nie, sal op grond van alternatiewe toelating oorweeg word.

5.5 Alternative admissions based on Senate discretion

Matric exemption is the general admission requirement for degree studies.

However, alternative possibilities are provided for by legislation. A certificate of conditional exemption may be issued to any person proved by a Senate-approved assessment and/or selection process to be an appropriate candidate for higher education studies.

5.5.1 Applicants without a NSC or endorsed NSC

Candidates who have completed a NSC that was insufficient for admission to degree studies will be considered from the age of 23 based on alternative admission. This age is used on the assumption that it reflects the necessary level of maturity and relevant life experience for higher education studies.

5.5.2 Mature age – 45 years

Candidates aged 45 years and older who have not completed matric or equivalent qualifications will be considered based on alternative admission.



5.5.3 Erkenning van Vorige Leer (EVL)

Waar kandidate nie matriekvrystelling of ekwivalente skoolverlatersertifikaat het nie, kan die Senaat hulle steeds vir toelating oorweeg indien hulle oor die nodige werkservaring of vorige leer beskik. EVL-prosedures wat gevolg kan word, sluit in:

- Gesentraliseerde toetse om akademiese prestasie te bepaal.
- Saamstel van 'n portefeulje.
- Assessering van formele kwalifikasies wat wel behaal is.

Verwys in hierdie verband na die beleid, "Erkenning van Vorige Leer en Kredietoordrag".

5.6 Nagraadse programme

Kandidate wat vir Akademia se nagraadse programme wil registreer, moet aan die vereistes wat vir die betrokke program gestel word, voldoen.

5.5.3 Recognition of Prior Learning (RPL)

Where candidates do not have matric exemption or equivalent school-leaving certificate, the Senate may still consider them for admission if they have the necessary work experience or previous learning. RPL procedures that can be followed include:

- Centralised tests to determine academic performance.
- Compilation of a portfolio.
- Assessment of formal qualifications achieved.

In this regard, refer to the policy, "Recognition of Prior Learning and Credit Transfer".

5.6 Graduate Programmes

Candidates who want to register for Akademia's postgraduate programmes must comply with the requirements of the particular programme.



6 Keuring

6.1 Bepalings ten opsigte van keuring

Bepalings ten opsigte van keuring van studente:

- 6.1.1 Die prestasie van voornemende studente in vorige programme aangebied deur Akademia of ander instellings sal in ag geneem word in die keuringsproses.
- 6.1.2 Voornemende studente se dissiplinêre oortredings sal in ag geneem word in die keuringsproses. Die Registrateur het die diskresie om aansoeke van studente wat by ander instellings aan dissiplinêre optrede onderworpe was, te oorweeg en te besluit of toelating tot Akademia toegestaan sal word.
- 6.1.3 Indien die kapasiteit of die vereistes van professionele of statutêre liggame beperkings plaas op die toelating tot 'n sekere program, sal keuring gedoen word in ooreenstemming met die kriteria gestel deur die keuringskomitees van die betrokke fakulteite soos uiteengesit in die Jaarboek.

6 Selection

6.1 Provisions regarding selection

Provisions regarding the selection of students:

- 6.1.1 The performance of prospective students in previous programmes presented by Akademia or other institutions will be taken into account in the selection process.
- 6.1.2 Prospective students' disciplinary offences will be taken into account in the selection process. The Registrar has the discretion to consider applications from students who have been subject to disciplinary action at other institutions and to decide whether admission to Akademia will be granted.
- 6.1.3 If the capacity or the requirements of professional or statutory bodies place restrictions on admission to a specific programme, selection will be done in accordance with the criteria set out by the selection committees of the relevant faculties as set out in the Yearbook.



6.1.4 Die volgende faktore sal in die keuringsproses toegepas word:

6.1.4.1 Prestasie in vorige kursusse.

6.1.4.2 'n Onderhoud wat kandidate die geleentheid bied om hul akademiese potensiaal te bewys met verwysing na vasgestelde kriteria.

6.1.4.3 'n Goedgekeurde akademiese geletterdheidstoets (soos die Nasionale Normtoets - NNT) wat die waarskynlikheid bepaal dat 'n kandidaat akademies sal slaag.

6.2 Spesiale behoeftes

Bepalings ten opsigte van keuring van studente met leerhindernisse:

6.2.1 Ten opsigte van toelating tot Akademia sal studente met gestremdhede en leerhindernisse gemeet word aan dieselfde kriteria as alle ander studente, insluitend akademiese vermoë en redelike verwagtinge dat die betrokke kwalifikasie verkry sal word.

6.2.2 'n Student moet sy gestremdheid/leerhindernis tydens die aansoekfase bekend maak en aandui watter vorm van ondersteuning deur die student in die loop van die

6.1.4 The following factors will be applied in the selection process:

6.1.4.1 Performance in previous courses.

6.1.4.2 An interview that provides candidates with the opportunity to prove their academic potential with reference to established criteria.

6.1.4.3 An approved academic literacy test (such as the National Benchmark Test - NBT) that determines the likelihood of a candidate succeeding academically.

6.2 Special needs

Provisions regarding the selection of students with special needs:

6.2.1 Regarding admission to Akademia, students with disabilities and special learning needd will be measured against the same criteria as all other students, including academic ability and reasonable expectations that the qualification will be obtained.

6.2.2 A student must disclose his disability/special learning need during the application phase and indicate what form of support is required by the student in the course of the



akademiese projek nodig word. Akademia kan nie aanspreeklik gehou word vir onvoldoende ondersteuning na registrasie indien dit nie ingelig is oor die student se behoefte nie.

6.2.3 Die toelating van studente met gestremdhede en leerhindernisse mag beperk word deur die kategorie of omvang van die gestremdheid of leerhindernis en deur Akademia se kapasiteit, hulpbronne en infrastruktuur om dit te hanteer. Sover kapasiteit, hulpbronne en infrastruktuur toelaat, sal toegang aan studente met sekere gestremdhede en leerhindernisse verleen word. Gevalle sal individueel geëvalueer word en toegang sal verleen word sover die behoefte aan spesiale hulpbronne en fasiliteite en die waardige gebruik van bestaande fasiliteite akkommodeer kan word. Waar die hulpbronne en infrastruktuur wat verband hou met 'n sekere kwalifikasie nie aan die behoeftes van 'n student kan voldoen nie, sal die student na 'n alternatiewe program verwys word indien moontlik.

6.2.4 Indien 'n gestremdheid of leerhindernis volle deelname aan die gewone akademiese program (insluitend bywoning van lesings, neem van aantekeninge en assessering) mag beïnvloed, sal alternatiewe voorsienings gemaak word indien al die volgende voorwaardes nagekom word:

academic project. Akademia cannot be held liable for insufficient support after registration if the disability/need has not been disclosed.

6.2.3 The admission of students with disabilities and special learning needs may be limited by the category or extent of the disability or learning need, and by Akademia's capacity, resources and infrastructure to address it. As far as capacity, resources and infrastructure allow, access will be granted to students with specific disabilities and learning needs. Cases will be evaluated individually, and access will be granted as far as the need for unique resources and facilities and the dignified use of existing facilities can be accommodated. Where the resources and infrastructure related to a specific qualification cannot meet a student's needs, the student will be referred to an alternative programme if possible.

6.2.4 If a disability or learning need may affect full participation in the regular academic programme (including attending lectures, taking notes and assessment), alternative provisions will be made if all the following conditions are met:



- | | | | |
|---------|--|---------|--|
| 6.2.4.1 | Die onus om die koste van alle alternatiewe voorsienings te dra rus op die student. | 6.2.4.1 | The onus of bearing the cost of all alternative provisions rests on the student. |
| 6.2.4.2 | Dit moet moontlik wees om die voorsiening te maak sonder om die leer van ander studente buitensporig te ontwrig. | 6.2.4.2 | It should be possible to make the provision without unduly disrupting the learning of other students. |
| 6.2.4.3 | Die alternatiewe voorsiening moet moontlik wees binne die regulatoriese vereistes van billikheid van aanbod en reëls rakende toegang, toelating en vordering. | 6.2.4.3 | The alternative provision must be made possible within the regulatory requirements of fairness of offer and rule regarding entry, admission, and progress. |
| 6.2.4.4 | Die versoek om alternatiewe ondersteuning moet vergesel wees van omvattende verslae (nie ouer as twee jaar nie) van 'n toepaslik geregistreerde professionele persoon (bv. 'n mediese dokter of opvoedkundige sielkundige) sowel as aanbevelings rakende die tipe voorsiening wat vereis word. | 6.2.4.4 | The request for alternative support must be accompanied by comprehensive reports (not older than two years) from an appropriately registered professional (e.g., a medical doctor or educational psychologist) and recommendations regarding the type of special provision required. |
| 6.2.5 | Die Registrateur sal bepaal watter alternatiewe voorsiening gemaak kan word op grond van die inligting wat deur die aansoeker tydens die aansoekproses verskaf is. | 6.2.5 | The Registrar will determine what alternative provision can be made based on the information provided by the applicant during the application process. |
| 6.2.6 | Alternatiewe voorsienings kan onder andere insluit: | 6.2.6 | Alternative provisions may include, among others: |
| 6.2.6.1 | Opname van lesings | 6.2.6.1 | Recording lectures |
| 6.2.6.2 | Gebaretaaltolking | 6.2.6.2 | Sign language interpreting |
| 6.2.6.3 | Bykomende tyd vir assesserings | 6.2.6.3 | Additional time for assessments |
| 6.2.6.4 | Individuele toesig | 6.2.6.4 | Individual supervision |



6.2.6.5 Voorlees van assesserings aan die student

6.2.6.6 Transkripsie van antwoorde vir die student tydens assesserings

6.2.7 Enige koste wat voortspruit uit die alternatiewe voorsiening wat vir die student gemaak moet word, sal vir die student se rekening wees. Ná registrasie sal die administratiewe departement die student met volledige dokumentasie voorsien wat die koste en die proses wat in die loop van die akademiese jaar gevolg sal word, in detail uiteensit.

7 Registrasie

7.1 'n Kandidaat doen formeel aansoek vir registrasie soos op die Akademia-webblad, en op aanvraag aan voornemende studente gekommunikeer. Alle registrasies is onderhewig aan die aanvaarding van Akademia se bepalings en voorwaardes soos in die registrasievorm uiteengesit.

7.2 Akademia skryf 'n stel minimum vereistes voor waaraan studente moet voldoen om hul voortgesette registrasie te verseker.

7.3 Die Senaat kan besluit om studente uit te sluit op grond van swak akademiese prestasie.

6.2.6.5 Reading assessments to the student

6.2.6.6 Transcription of responses for the student during assessments

6.2.7 Any costs arising from the alternative provision to be made for the student will be charged to the student's account. After registration, the administrative department will provide the student with complete documentation detailing the costs and process that will be followed during the academic year.

7 Registration

7.1 A candidate formally applies for registration as communicated on the Akademia website and on request to prospective students. All registrations are subject to acceptance of Akademia's terms and conditions as set out in the registration form.

7.2 Akademia prescribes minimum requirements that students must meet to ensure their continued registration.

7.3 The Senate may decide to exclude students based on poor academic performance.



- 7.4 Studente wat op grond van swak akademiese prestasie uitgesluit is, kan 'n beroep doen op die dekaan van die betrokke fakulteit vir hertoelating tot die program.
- 7.5 Die maksimum deurlopende registrasietydperke waarin 'n kwalifikasie behaal moet word, is soos volg:
- 7.5.1 120 krediete of eenjaarprogramme: 3 jaar
- 7.5.2 360 krediete of driejaarprogramme: 7 jaar
- 7.5.3 480 krediete of vierjaarprogramme: 9 jaar
- 7.6 Die studie van studente wat nie 'n kwalifikasie binne die voorgeskrewe maksimum tydperk behaal nie, sal opgeskort word, en die student sal van verdere registrasie vir die betrokke program uitgesluit word.
- 7.7 Die Senaat kan die maksimum tydperk waarin 'n kwalifikasie behaal moet word (soos hierbo uiteengesit), verminder op aansoek deur 'n fakulteit.

8 Uitstel van studies

- 8.1 'n Student wat sy/haar akademiese studie vir 'n sekere periode wil uitstel, moet aansoek doen by die Registrateur vir toestemming en moet alle relevante ondersteunende

- 7.4 Students who have been excluded due to poor academic performance may appeal to the Dean of the relevant faculty for readmission to the programme.
- 7.5 The maximum continuous registration periods in which a qualification must be obtained, are as follows:
- 7.5.1 120 credits or one-year programme: 3 years
- 7.5.2 360 credits or three-year programmes: 7 years
- 7.5.3 480 credits or four-year programmes: 9 years
- 7.6 The studies of students who do not obtain a qualification within the prescribed maximum period will be suspended, and the student will be excluded from further registration for the specific programme.
- 7.7 Senate may reduce the maximum period in which a qualification must be obtained (as set out above) upon application by a faculty.

8 Postponement of studies

- 8.1 A student who wishes to postpone his academic studies for a certain period must apply to the Registrar for permission and attach all relevant supporting documentation to the application.



dokumentasie aanheg by die aansoek. Die Registrateur sal met die dekaan van die betrokke fakulteit konsulteer om 'n besluit te neem.

- 8.2 In uitsonderlike omstandighede sal 'n student toegelaat word om sy/haar studies vir 'n maksimum periode van twee akademiese jare te onderbreek.
- 8.3 Perodes waarvoor Akademia 'n student toegelaat het om sy/haar studies uit te stel, sal nie in ag geneem word wanneer 'n student se maksimum registrasieperiode bereken word nie.
- 8.4 Studente wat nie formeel om uitstel vir studies aansoek doen nie, en ná 'n tydperk weer wil registreer, se aansoek sal weer deur die volledige keuringsproses moet gaan, en die onaktiewe akademiese jaar mag in berekening gebring word.

The Registrar will consult with the Dean of the relevant faculty to make a decision.

- 8.2 In exceptional circumstances, a student will be allowed to interrupt his studies for a maximum period of two academic years.
- 8.3 Periods for which Akademia allowed a student to postpone his studies will not be taken into account when calculating a student's maximum registration period.
- 8.4 Students who do not formally apply for a postponement of studies, and wish to re-register after a period of time, will have to go through the full selection process again, and the inactive academic year may be taken into account.



Goedkeuring			Approval		
Senaatsbeslissing (Goedgekeur/ gewysig)	Gewysig deur	Notas	Senate decision Approved/ modified	Modified by	Notes
2020	Liana Venter (Registrateur)	Redaksionele veranderinge	2020	Liana Venter (Registrar)	Editorial changes
2023	Liana van Rooy (Registrateur)	Byvoegings: 1. Bepalings ten opsigte van registrasieperiodes 2. Spesiale behoeftes 3. Keuringsbepalings	2023	Liana van Rooy (Registrar)	Additions 1. Provisions regarding registration periods 2. Special needs 3. Selection provisions