



APPLICATIONS AND ADMISSIONS POLICY

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Responsible Department	Governance and Academic Administration
Related WSU policies	
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WALTER SISULU UNIVERSITY			
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1. INTRODUCTION AND DEFINITIONS

Registration as a student at Walter Sisulu University (WSU), from here-on "the University", being a juristic person and a public higher education institution, is conducted according to the General Student Rules as specified in the General Prospectus and as approved by Senate.

In this document, any word or expression relating to the academic admission and application processes has the meaning so assigned, unless the context indicates otherwise:

- Act : Means the Higher Education Act 1997, (Act No. 101 of 1997)
- Admission : Means approval for registration for a specific qualification. The applicant's admission status is "Yes", based on the outcome(s) of the evaluation(s) above, and s/he may report for registration as a student of the University, irrespective of whether or not the prospective student has previously been registered as a student
- Application : Means the administrative and evaluation processes whereby a person applies for admission to study at WSU
- Council : Means the governing structure of the University established terms of Section 27 of the Act

Programme	:	Means a purposeful and structured set of learning experiences that leads to a qualification.
Head of Academic Department	:	Means a person who heads an academic department at the University
Qualification	:	Means a formal recognition and certification of learning achievement awarded by an accredited institution.
Registration	:	Means the regulatory and administrative processes whereby a person is officially enrolled to study at WSU, for a particular academic period
Semester	:	Means one half of the academic year, which stretches from January to December
Senate	:	Means the highest academic body, as contemplated in section 28 of the Act
Student	:	Means any person registered as a student at the University for the current academic year or semester
Study	:	Means the academic activity aimed at acquiring an academic qualification at the WSU, including the use of the University facilities in the prescribed manner, but not referring to facilities for accommodation and recreation
University	:	Means the Walter Sisulu University being a juristic person and a public higher education institution.

2. APPLICATIONS AND ACADEMIC ADMISSIONS POLICY

2.1 Applications

- 2.1.1 Application for admission must be made on the prescribed form for enrolment in the following year or semester**
- 2.1.2. The application form must be completed in full and signed by the applicant and/or his/her parent or guardian, where the applicant is under the age of 21 years.**
- 2.1.3 The completed application form must be accompanied by all the required documents and proof of payment of the applicable application fee.**
- 2.1.4 The completed application form must be sent to the Registrar, at Walter Sisulu University.**
- 2.1.5 Upon receiving the application form, the Admissions Section will verify whether all the required particulars and documents have been provided. If some information is not supplied the application form will not be considered and the application form will be returned to the applicant's address.**

2.2 Closing dates for academic applications:

2.2.1 1st Semester and year Courses

**30 September of the previous academic year
31 August of the previous academic year for Health Sciences**

2.2.2 2nd Semester Courses

30 June of the current academic year

2.3 Application Fees

- 2.3.1 A prescribed application fee for early submission of application forms is applicable for each application form submitted before the closing date.**

2.3.2 A higher prescribed application fee for late submission of application forms is applicable for application forms submitted after the closing dates of early submission and up to the last day for late submission in January.

2.3.3 The application fee must be paid only at the bank or by postal order.
No cash payment will be accepted at any of the University offices.

2.4 Documents required with the Application form

Each application form for admission must be accompanied by the following:

2.4.1. Certified copy of Matriculation endorsement, Senior/National Senior certificate or statement of symbols/percentages of equivalent qualification.

2.4.2 Transcript of academic record, which includes percentages obtained, and a certificate of conduct in respect of studies completed at any other educational institution.

2.4.3 Certified copies of certificates for diploma/s, degree/s or other qualification/s previously obtained.

2.4.4 Certified copy of Identity Document, Marriage or Divorce Decree if the applicant's surname differs from that on the identity document.

2.4.5 Conditional or mature age exemption applicants must submit in person all original documents. (Refer to mature age guidelines and rules)

2.4.6 A certified copy of the Identity Document of the parent or legal guardian must be submitted, if the applicant is younger than 21 years.

In addition to the documents that are stipulated above, international students must also provide the following documentation:

2.4.7 ORIGINAL copy of the study permit or proof of permanent residence must be submitted by all international applicants.

2.4.8 The SAQA qualification evaluation report international applicants.

3. ACADEMIC ADMISSIONS

- 3.1 The Chief Admissions Office is responsible for the receipt of all admission enquiries, being postal, verbal or telephonic and for the data capturing of all relevant biographical information applicable to the prospective candidate.
- 3.2 The dissemination of all the relevant information brochures, together with the prescribed application form, is the responsibility of the Chief Admissions officer.
- 3.3 Where additional admission information is required for admission to a programme, the Dean of the faculty is responsible to compile letters that stipulate such requirements. The Dean of the faculty must provide these letters to the Chief Admissions Officer, who is responsible for issuing the letters from Dean to applicants when processing the applications.
- 3.4 All academic applications for admission are subject to a selection process or processes by the relevant academic department in terms of approved criteria.

4. MINIMUM ADMISSION REQUIREMENTS

Applications must comply with general admission requirements, as well as other specific requirements as prescribed by the relevant faculty and department

- 4.1 The minimum legal requirement for admission to a degree programme is a National Senior Certificate or a Senior Certificate or a Matriculation endorsement, each at the applicable level for degree admission; or a mature age exemption
- 4.2 The minimum legal requirement for admission to a certificate or a diploma programme is a National Senior Certificate or a Senior Certificate, acquired at the applicable level for Certificate or Diploma level respectively; or a mature age exemption
- 4.3 Applicants with the following qualifications from FET colleges and/or other technical colleges or institutions:
 - (a) An N3 with four subjects passed with at least 40% each, plus two official languages: one of these to be English and to be passed at least on First or Second Language SG or;
 - (b) N4 with four subjects passed with at least 50% each, provided the person

can prove communication competence in the language of instruction (English)

(c)

- (i) NCV (L4) with at least 60% in 3 fundamental subjects, including a LoLT in the higher education institution OR 70% in at least 4 vocational subjects for admissions to Bachelor's degree.
- (ii) NCV (L4) with at least 50% in 3 fundamental subjects, including a LoLT in the higher education institution OR 60% in at least 4 vocational subjects for admissions to diploma programmes.

4.4 An applicant who attained the age of twenty-three (23) years or more and is in possession of a Senior Certificate/National Senior Certificate and has been granted a certificate of conditional exemption by the Matriculation Board/HESA respectively, on the grounds of mature age, may be admitted to a Bachelor's degree

4.5 The University may, at Senate's discretion, admit a student irrespective of educational qualification, who has been granted a certificate of conditional exemption by the Matriculation Board/HESA on the grounds of having attained the age of forty-five (45) years on or before the year in which s/he intends to enrol for a Bachelor's degree

4.6 An applicant who holds a Senior Certificate and a three-year recognized diploma and has been granted a Matriculation exemption by Matriculation Board/HESA shall be admitted to Bachelor's Degree irrespective of age. This will apply to the following categories:

4.6.1 A diploma obtained from South African university, or

4.6.2 A teachers diploma obtained from a South African College of Education, or

4.6.3 National diploma obtained from a South African Technikon/University of Technology, or

4.6.4 A nursing diploma obtained from South African Nursing College affiliated to be South African university, or

4.6.5 A teachers diploma awarded on the grounds of interrupted periods of study

comprising combinations of a two-year post-school certificate and a one-year upgrading diploma or a two-year post-school certificate followed by a two-year diploma, or

- 4.6.6 Any other equivalent post-school qualification approved by Matriculation Board /HESA
- 4.7 Notwithstanding having met one or more of the requirements above, a prospective student must have obtained an Admissions Point Score (APS) as specified by the faculty.

5 SPECIAL ADMISSIONS

5.1 Admissions to extended programmes

An applicant who is in possession of a senior/national senior certificate or relevant qualification may be admitted to an extended programme with full-time duration towards a Diploma/Degree qualification subject to faculty regulations.

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

6 ADMISSION OF INTERNATIONAL STUDENTS

- 6.1.1 International applicants must be in possession of a valid study permit, issued by the South African High Commission/Embassy or Consulate of the student's home country. The study permit is only issued once the student has received official proof of provisional admission.
- 6.1.2 The study permit is valid for a period not exceeding the duration of the course of study, and therefore must be renewed after the expiry date.
- 6.1.3 Any international student who wishes to discontinue his/her studies must notify the Department of Home Affairs immediately.
- 6.1.4 A Non-South African citizen, who is in possession of a permanent residence permit, need not submit a study permit.
- 6.1.5 A Non-South African citizen, who is in possession of immigration or refugee permit, need not submit a study permit.
- 6.1.6 International applicants, excluding applicants from Southern African Development Community (SADC) countries have a separate fees structure.

- 6.1.7 International applicants who have been admitted are required to pay their annual fees in full on registration.
- 6.1.8 International applicants who have been admitted, except refugees are required to pay a once off administration fee on registration.
- 6.1.9 International applicants must a final letter of acceptance from the University once he/she gets a study permit. International applicants must apply for evaluation of results through SAQA which is the center for the Evaluation of Education Qualifications (CEEQ), e-mail address: ceeq@saqa.co.za