



DURBAN UNIVERSITY OF TECHNOLOGY POSTGRADUATE ADMISSIONS POLICY	
Document name:	Postgraduate Admissions Policy
Co-ordinating Exec Manager / Document owner:	DVC: TIP
Operational manager/s	Executive Deans, Academic Heads of Department, Faculty Officers Assistant Registrar : Student Admissions
Contact & tel. no. for support:	Director: Postgraduate Development and Support
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Related policies: Recognition of Prior Learning (RPL) Policy University's Enrolment Plan Programme and Qualification Mix (PQM) Department of Corporate Affairs' Marketing Plan Language Policy (to be drafted) Policy for Differently Abled Students (to be drafted)	

1. Preamble

The Durban University of Technology is committed to providing a range of postgraduate degrees that focus on research as appropriate to a University of Technology.

2. Purpose of the policy

The purpose of this document is to describe the policy and general procedures relating to the admission of students to the University's postgraduate programmes thus ensuring a consistent and co-ordinated approach.

3. Applicability

This policy applies to all:

3.1 persons wishing to register for postgraduate programmes:

- for which the University is accredited by the Council on Higher Education (CHE),
- which appear on the University's Programme and Qualification Mix (PQM),
- for which the University receives formal subsidy from the Department of Higher Education and Training.

and

3.2 staff involved in the admission processes.

4. Definitions

Admission	The formal acceptance and registration by the University of an applicant into a programme.
Advanced standing	For the purpose of registering for a higher qualification, the granting of advanced standing recognizes that a candidate has sufficiently mastered the content of a specified pre-requisite qualification through prior informal or non-formal means and therefore allows the candidate to register conditionally or unconditionally for an appropriate higher qualification without the awarding of the pre-requisite qualification.
Conferment of status	For the purpose of registering for a higher qualification, the granting of conferment of status recognizes that a candidate that a candidate has qualified for a pre-requisite qualification which allows the candidate to be considered for registration conditionally or unconditionally for an

	appropriate higher qualification.
International students	The University regards international students as those who require study permits issued by the Department of Home Affairs in terms of the Aliens Control Act No. 96 of 1991, as amended.
Postgraduate	This refers to Masters and Doctoral degrees offered by the University.
Programme	A purposeful and structured set of learning experiences that upon achievement leads to a qualification.
Postgraduate programmes	This refers to Masters (partial or full research) and Doctoral programmes offered by the University.
Qualification	The degree certificate awarded by the University which formally recognizes a postgraduate learning achievement.
Recognition of prior learning (RPL)	The assessment of an applicant's previous non-formal and informal learning and experience to determine the extent to which this meets the required learning outcome, competency outcomes, or standards for entry or access into a specified level of study at the University. A variety of assessment methods is used to determine the relevance, depth and extent of an applicant's prior learning.
Registration	The administrative process which culminates in applicants becoming students of the University.
SAQA	South African Qualifications Authority
Selection	The specific criteria and procedures that the University uses to select potential students from persons who have applied to study at the University.
Student	A person registered at the University to study for a programme.
University	The Durban University of Technology.

5. Legislation governing the admission of postgraduate students to the University

The University's General Admission Rules (G-Rules) and Departmental Admission Rules are derived from

- Section 37 of the Higher Education Act No. 101 of 1997, as amended,
- Aliens Control Act No. 96 of 1991, as amended,
- Paragraph 57 of the DUT Statute,
- Various policies governing the University as approved by the Senate and Council,

and are published in the Annual General Handbook for Students and the Departmental Handbooks.

5.1 The **General Admission Rules** stipulate *inter alia*:

- (i) the overall minimum admission requirements of the University which must be met to enable a person to be considered for registration as a student for study towards any postgraduate qualification, offered by the University;
- (ii) the minimum and maximum durations of study pertaining to postgraduate qualification study at the University;
- (iii) the minimum instructional programmes e.g. Masters programme may either be a full research option or a combination of coursework study and a short research project (partial research);
- (iv) the conditions under which the University will grant exemption from registration for a subject(s) for a coursework Master's degree, which a student has already passed at any other equivalent educational institution and/or in terms of the University's Recognition of Prior Learning (RPL) Policy;
- (v) the conditions under which the University will grant conditional or unconditional conferment of status and/or advanced standing of the equivalent pre-requisite qualification, for the purposes of registration for a higher qualification;
- (vi) that the University may refuse the admission or readmission of any person as a student of the University. In so doing the University will stipulate the conditions which a person must meet in order to be considered for admission or readmission; and
- (vii) that the medium of instruction is English.

5.2 **Departmental Rules**

- may stipulate any additional requirements for admission or readmission; and
- stipulate the requirements in order to graduate.

Where a General Admission Rule and a Departmental Rule deal with the same matter, the more limiting rule applies. Both sets of rules provide for an appeal process.

6. Student Recruitment

The Postgraduate Development and Support Directorate (PGDS) provides a support base to the University for the recruitment and registration of postgraduate students, by:

- offering awards and incentives;
- promoting the opportunities of postgraduate study in the research activities of the University's Research Institutes and Centres;
- establishing national and international linkages regarding postgraduate students and study opportunities, in conjunction with the International Education and Partnerships Directorate;
- forging strong links with, *inter alia*, local government and Non-Government Organisations, industry, professional councils, donors and fundraisers, to promote postgraduate study opportunities.

7. Admissions and Registration

7.1 The Admissions and Registration process consists of the following steps:

- 7.1.1 Where an applicant has clarity on his/her proposed field of study, he/she is required to meet with the relevant academic Head of Department to discuss research possibilities and admission requirements. If the applicant's proposed field of study is not appropriate to that department, the applicant must be referred to the PGDS Directorate;
- 7.1.2 In cases where an applicant requires assistance in selecting a proposed field of study, he/she begins the enquiry process with the Postgraduate Development and Support Directorate.
- 7.1.3 Once the applicant has been accepted for admission, he/she is preliminarily registered (non-formal registration) and
- 7.1.3.1 he/she is issued with a student identity card, allowing him/her access to the facilities of the University and which must be produced on request,
- 7.1.3.2 he/she is also given the Postgraduate Students' Guide
- 7.1.3.3 a suitable supervisor/promoter must be identified by the Head Of Department in consultation with the applicant. The student has six months thereafter in which to complete his/her research proposal and submit this to the relevant Faculty Research Committee for approval, failing which he/she may be required to reapply.
- 7.1.4 Upon approval of the research proposal, the student may apply to the Postgraduate Development and Support Directorate for an appropriate Postgraduate Award.

- 7.1.5 Once the research proposal has been approved by the Faculty Research Committee, the student must formally register and must re-register by the last working day in March every year thereafter until completion of the qualification.
- 7.1.6 Upon formal registration, a postgraduate student is given a General Handbook for Students and the relevant Departmental Handbook which include all Rules governing his/her studies at the University.

8 Admission of International students

- 8.1 The University encourages applications by international students. The recruitment and admission of international students is co-ordinated by the Postgraduate Development and Support Directorate, in conjunction with the International Education and Partnerships Directorate, subject to all relevant legislation and University rules governing the admission of international students.
- 8.2 After being accepted for a particular programme, international applicants are required to apply in their country of origin for a valid study permit in terms of the Aliens Control Act No. 96 of 1991, as amended. This may be done at a South African diplomatic office in their country of origin. International students should contact the University's Department of International Education and Partnerships for study permit requirements.

9 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is promulgated in the South African Qualifications Authority Act No. 58 of 1995 and the Employment Equity Act No. 55 of 1998 as a transformation strategy in the South African education system. The University, through its RPL Policy, strives to build a viable, sustainable and credible system to implement RPL.

Applicants requiring RPL should contact the University's RPL Administrator: Centre for Excellence in Learning and Teaching (CELT) for full details.