

DURBAN UNIVERSITY OF TECHNOLOGY UNDERGRADUATE ADMISSIONS POLICY		
Document name:	Undergraduate Admissions Policy	
Co-ordinating Exec Manager / Document owner:	DVC : Academic	
Operational manager/s	Academic Heads of Department, Faculty Officers Assistant Registrar : Student Admissions	
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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	

1. Preamble

The Durban University of Technology is committed to the national higher education transformation goals and values of equity of access and the redress of past inequalities. To this end, the University strives for an efficient admissions system that is fair, simple, explicit and transparent, which is applied consistently across all faculties and campuses, and which has minimal barriers. The University is also committed to quality output and the success of its students by providing excellent opportunities for effective learning.

2. Purpose of the policy

The purpose of this document is to describe the policy and procedures relating to the admission of students to the University for undergraduate programmes thus ensuring a consistent and co-ordinated approach. This includes the systems, structures and services that relate to recruiting students, processing their applications, and then selecting, placing and registering the requisite number of students in accordance with the University's Enrolment Plan.

3. Applicability

This policy applies to all:

3.1 persons wishing to register for undergraduate 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 Education and Training (DoHET)

and

3.2 staff involved in the admission processes.

The admission of students to postgraduate programmes and non-subsidised programmes is dealt with in their respective policies/handbooks.

4. Definitions

Admission	The formal acceptance and registration by the University of an applicant into a programme.
Placement	The specific criteria and procedures that the University uses to place students in particular programmes.
Programme	A purposeful and structured set of learning experiences that upon achievement leads to a qualification.
Qualification	The certificate (degree, diploma or certificate) awarded by the University which formally recognizes a learning achievement.
Recognition of prior learning	RPL means 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.
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.
Undergraduate programmes	This refers to National Certificate, National Higher Certificate (NHC), National Diploma (N.Dip.) and Bachelor of Technology Degree (B.Tech.) programmes offered by the University.
University	The Durban University of Technology.

5. Legislation governing the admission of 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 certificate, diploma or degree, offered by the University or for non-certificate, diploma or degree purposes;
- (ii) the minimum and maximum durations of study pertaining to certificate, diploma or degree study at the University;
- (iii) the conditions under which the University will grant exemption from registration for a subject(s) 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;
- (iv) the conditions under which the University will grant conditional or unconditional conferment of status of the equivalent pre-requisite qualification, for the purposes of registration for a higher qualification and/or advanced standing in terms of the University's Recognition of Prior Learning (RPL) Policy;
- (v) 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
- (vi) 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 and Marketing

The primary goal of student recruitment initiatives at the University is to build an applicant pool from a diverse range of backgrounds and geographical locations (see Section 8 for International Students). Accordingly, student recruitment aims to raise awareness of the University and its programmes by:

6.1 developing and providing promotional material (print and electronic) that is clear, accurate, comprehensive and appropriate, including:

- the range and content of accredited programmes,
- financial matters such as projected fees, financial aid, scholarships and bursaries,
- housing information,
- contact details within the institution,
- the application process,
- guidance and support services.

6.2 advising prospective students about study opportunities in creative and effective ways, such as:

- media advertisements,
- publication of study and related information on the University web site,
- visits to schools and participation at career fairs. Student recruitment is regarded as an integrated and campus-wide activity, and hence the participation of academic staff as well as the student recruitment department is required,
- a call centre to deal with verbal queries from prospective students,
- annual career fairs (or Open Week) and other recruitment initiatives organized by the Division of Corporate Affairs.
- liaising with schools that cannot be visited by University staff.

- 6.3 developing sustainable relationships with feeder schools, other providers and agencies.

The University endeavours to forge strong links with, inter alia:

- learners, educators and principals of targeted schools,
- local government and NGOs,
- industry,
- professional councils,
- donors and fundraisers.

- 6.4 developing strong relationships with potential students from the pre-application stage to registration in the following ways:

- responding promptly and courteously to queries from applicants requiring information on study opportunities,
- advising Grade 9 learners of programme specific admission requirements,
- targeting applicants who, from their Grade 11 or “trial” results, show higher levels of potential, including information on the University’s scholarships,
- selecting students before the end of the year/semester prior to their first year/semester of study.

7. Admissions and Registration

The admissions and registration processes consist of three basic steps, viz.

- Application by a person to study at the University.
- Selection and placement of a potential student by the University.
- Registration as a student of the University.

7.1 Application processing

First time entry applications for admission to undergraduate studies are made through the Central Applications Office (CAO). International applicants may apply directly to the University (Section 7 refers).

Information on programme choices and application procedures is detailed in the CAO handbook. This enables applicants to make applications to a number of institutions at one time, and reduces queries and approaches being made to numerous institutions.

The University responds timeously to applicants by capturing appropriate selection decisions on the CAO website, thus indicating to applicants in advance

whether they qualify for admission. The various selection decisions are explained in the CAO handbook.

7.2 Selection and Placement

The responsibility for the selection and placement of students into a programme rests with the respective heads of department offering the programmes. Administrative assistance related to the selection and placement decisions as well as conveying information to applicants is provided by academic departmental staff, faculty office staff as well as the University's Admissions Office.

The principles on which selection and placement decisions are made are the following:

- Merit-based.
- Enrolment planning parameters, including distribution of enrolments by field of study and maximum targets per programme.
- Various University selection instruments, for example, interviews, aptitude tests and portfolio assessments.
- Depending on the results of selection assessments, a student may be placed into a mainstream programme or an extended curriculum programme, or recommended for placement in another programme.

Selection and placement decisions are conveyed as quickly as possible.

7.3 Registration

Heads of academic departments are responsible for ensuring that all relevant registration details are provided to successful applicants, including:

- Date, time and venue of student registration for the relevant programme,
- Documentation required,
- Minimum, initial payment of fees.

Upon registration, a student is:

- issued with a student identity card, allowing him/her access to the facilities of the University and which must be produced on request,
- given a General Handbook for Students, the relevant Departmental Handbook and a Fees and Finance Rule Book 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 Department of International Education and Partnerships, 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.
- 8.3 When selecting students, the University reserves the right to give preference to South African citizens and permanent residents.
- 8.4 International students from SADC countries pay an additional levy over and above tuition fees as determined by the University. Other international students pay twice the fees determined for local students.

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.