

CHAPTER 1

APPLICATIONS FOR ADMISSION BY STUDENTS

UNDERGRADUATE QUALIFICATION STRUCTURE

The National and National Higher Certificates are, where applicable, also presented as one-year and two-year qualifications respectively.

The HEQSF aligned Higher Certificate is presented as a one-year qualification.

The HEQSF aligned Advanced Certificate is presented as a one-year qualification.

The National Diploma is presented as a three-year undergraduate qualification.

The National Diploma (extended curriculum programme with foundation provision) is, where applicable, presented as a three-and-a-half-year, four-year or five-year qualification.

The HEQSF aligned Diploma is presented as a full time two-year or a three-year qualification, or a four-year qualification parttime.

The HEQSF aligned Advanced Diploma is presented as a full time one-year qualification or a two-year qualification parttime.

The HEQSF aligned Postgraduate Diploma is presented as a one-year qualification.

The HEQSF aligned Bachelor's Degree is presented as a three-year or a four-year qualification.

The Baccalaureus Technologiae (B Tech) degree is presented as an undergraduate qualification, with a minimum duration of one year.

The admission of students to TUT shall be conducted in terms of the rules and regulations of TUT, as approved by the Council, on the recommendation of the Senate. Prospective students may apply on the basis of Grade 11 or mid-year Grade 12 results and may be granted provisional admission pending the final submission of Grade 12 results.

1. UNDERGRADUATE ADMISSION REQUIREMENTS

Subject to the stipulations of the Higher Education Act, 1997 (Act No. 101 of 1997), the Council of the Tshwane University of Technology, in consultation with the Senate of TUT, will determine admission to the University.

All applications will be considered in respect of one campus only.

- (a) A person may, subject to **rule 1.1.1** or **rule 1.2.1**, be provisionally admitted to TUT for education and training if such person does not meet all the requirements as set out in **rule 1.1.1** or **rule 1.2.1**, and if –
 - (i) Such person lacks only one requirement: provided that the subjects passed in the National Senior Certificate examination or an equivalent examination comply with the provisions of **rule 1.1.1** or **rule 1.2.1**: provided further that the subjects passed include subjects required for the proposed qualification; and
 - (ii) Provided that he or she has fulfilled the requirements for admission to TUT, as determined by the TUT Council and contemplated in **rule 1.1.1** or **rule 1.2.1**: provided further that the Council be convinced that the standard of such person's communicative skills, his or her ability to study successfully and his or her work experience are such that he or she will, in the opinion of the Council, be able to complete the proposed qualification successfully, and that he or she should meet such additional requirements as the Council may determine for admission to a specific qualification; or



- (iii) He or she be granted admission to study at TUT through Recognition of Prior Learning (RPL) in terms of the requirements stipulated in Chapter 30, as well as the TUT Policy for Recognition of Prior Learning.
- (b) A person who is granted provisional admission to TUT may be admitted to the second semester or year of study only if he or she has –
 - (i) complied with the outstanding requirements of the National Senior Certificate or Senior Certificate examination, or an equivalent examination; or
 - (ii) Passed any equivalent subject, as approved by the TUT Council.
- (c) A person who has met the requirements stipulated in **rule 1.1.1** or **rule 1.2.1** is regarded as having met the requirements for admission to TUT.
- (d) A person may be provisionally admitted to TUT for education and training if such person does not meet the language requirements: provided that such person should have passed at least four (4) approved subjects when obtaining the National Certificate N3; provided further that such person not be admitted to the second semester or year of study unless he or she –
 - (i) has passed at least one (1) of the official languages at least at First Language Standard Grade level and another official language at least at Second Language Standard Grade level in the Senior Certificate or examination or an equivalent examination; or
 - (ii) has passed at least one (1) of the official languages as his or her first language in the National Senior Certificate examination or an equivalent examination; or
 - (iii) has passed an examination in an official language, as approved by the TUT Council.
- (e) A person who has met the requirement stipulated above shall be regarded as having met the requirements for admission to TUT.
- (f) The TUT Council may, after consultation with the Senate –
 - (i) set additional requirements for admission to specific qualifications;
 - (ii) determine the number of students that may register for a specific qualification;
 - (iii) set the minimum requirements for readmission to studies at TUT; and
 - (iv) refuse admission to any student who does not meet such minimum requirements for readmission to studies at TUT.
- (g) The Council may refuse any person admission as a student at TUT if the Council considers it to be in the interest of the University to do so.

1.1 REQUIREMENTS FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008

- 1.1.1 No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification, unless he or she has –
- (a) (i) obtained a Matriculation Certificate, issued by the Matriculation Board (up to and including 1991) or the South African Certification Board (since 1992); or
 - (ii) obtained a Senior Certificate; or
 - (iii) obtained any other certificate regarded by the said Matriculation Board or the South African Certification Board as being equal to the said Matriculation Certificate or the Senior Certificate; or
 - (iv) obtained a certificate which has been endorsed in accordance with the South African Certification Council Act to the effect that he or she has met the minimum requirements for admission to study at a university of technology; or



- (b) fulfilled the requirements for admission to study at a university of technology, as determined by the TUT Council.

1.1.2 The TUT Council stipulates as follows:

1.1.2.1 No person may be registered for a qualification as a student at TUT unless –

- (a) he or she has obtained such certificate as contemplated in **rule 1.1.1(a)**:
- i. Provided that the subjects passed in obtaining the Senior Certificate or a certificate contemplated in the said rule should be subjects passed at Higher Grade or Standard Grade, or a combination of subjects at Higher and Standard Grades;
 - ii. Provided further that the TUT Council be allowed to admit a person as a student if he or she has obtained the Senior Certificate with a minimum of four (4) subjects, including English and one (1) other official language, passed at Higher Grade or Standard Grade: provided further that no Lower Grade subject be taken into account as a prerequisite for the proposed instructional programme, **or** that he or she should have obtained the National Certificate N3 with at least 50% in at least four (4) subjects and should have passed one (1) of the official languages at least at First Language Standard Grade level and should have passed another official language at least at Second Language Standard Grade level in the Senior Certificate examination or an equivalent examination or have passed any instructional offering in an official language that has been approved as an equivalent by the TUT Council in a prescribed manner, **or** should have obtained one of the following credit combinations of four (4) subjects:
 - (i) three (3) Grade 12 subjects, at least at the Standard Grade level and one (1) National Certificate N3 subject; as well as passes in two (2) official languages; or
 - (ii) two (2) Grade 12 subjects at least at the Standard Grade level and two (2) National Certificate N3 subjects, as well as passes in two (2) official languages; or
 - (iii) one (1) Grade 12 subject at least at the Standard Grade level and three (3) National Certificate N3 subjects, as well as passes in two (2) official languages; or
- (b) he or she has obtained the National Certificate N4 with passes of at least 50% in each of at least four (4) subjects: provided that he or she should prove his or her communicative competence in the language of instruction at TUT.

1.2 REQUIREMENTS FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008

1.2.1 No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification, unless he or she has obtained a National Senior Certificate (NSC) with a minimum of 40% in the language of learning and teaching of the higher education institution, as certified by the Council for Quality Assurance in General and Further Education and Training (Umalusi):

- i. Provided that the subjects passed for the National Senior Certificate (NQF Level 4) or a certificate contemplated in the said rule are subjects passed on the required levels;
- ii. Provided further that a prospective student be admitted if he or she has obtained the National Senior Certificate (NQF Level 4) with a minimum of six subjects, including English (home or first additional language with a minimum score of 3), Mathematics or Mathematical Literacy (as per specific academic programme requirement) and the further subjects required by a specific academic programme (Life Orientation will not be included in the calculation of Admission Point Scores). The applications must meet the minimum requirements required to the national standard for the higher certificate, national higher certificate, national diploma, Diploma (four subjects with a minimum score of 3) and bachelor's degrees (four subjects with a minimum score of 4 in subjects from the designated list). The phasing in of degree requirements for traditional baccalaureus technologiae degrees will be accommodated.



- 1.2.2 TUT requires English (home language or first additional language) with a performance level of 3 (adequate performance) for the National Senior Certificate and a 4 (50 - 59%) for the National Certificate Vocational Level 4.
- 1.2.3 TUT requires Mathematics or Mathematical Literacy for all academic programmes that require a prior knowledge of Mathematics.
- 1.2.4 Life Orientation is not included in the calculation of an Admission Point Score (APS). An achievement level of 1 in a subject is not considered in the calculation of the APS.
- 1.2.5 TUT requires the following performance levels for NCS:

RATING CODE	RATING	MARKS (%)
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate achievement	40 – 49
2	Elementary achievement	30 – 39
1	Not achieved (fail)	0 – 29

- 1.2.6 The admissions policy will allow programme-specific scoring systems with a weighting of required and critical subjects (Admissions Point Score).

1.3 APPLICATION FOR ADMISSION

- 1.3.1 A prospective student shall apply on the required application form for admission to a qualification. A prospective student is regarded as someone wishing to study at TUT for the first time.
- 1.3.2 Application forms for admission to TUT are available on request from the Information offices at the different campuses.
- 1.3.3 No prospective student shall be permitted to study for any qualification without prior evaluation. The closing date for all applications, which should be submitted with the required administration fee, is 31 July of the preceding year of study in the case of year qualifications and qualifications commencing in the first semester. However, applications for some specialisation qualifications closes on 15 June, as do all international applications. For qualifications commencing in the second semester, the closing date is 15 May of the proposed year of study.
- Closing dates for applications for distance education students: 30 November for the January intake with a May examination and, if applicable, 15 May for the July intake with a November examination.
- 1.3.4 The application form should be accompanied by a certified copy of the applicant's National Senior Certificate or an equivalent qualification, as well as any other documents required for admission to the qualification for which he or she intends to enrol.

PLEASE NOTE:

- TUT shall accept as correct only the spelling and sequence of the student's surname and first names appearing on the document required for admission to TUT to study for his or her proposed certificate, diploma or degree.
- A married woman shall submit a certified copy of her marriage certificate (or divorce order, where applicable), should any of her certificates have been issued in her maiden name.



- Other names and/or spellings shall be accepted only on receipt of a certificate duly amended by the Department of Education or other institution that had issued it, or after receiving proof that the student's surname and/or first names have been officially changed. Such proof should be supplied or issued by the Department of Home Affairs or, where applicable, a similar body, and should indicate the student's date of birth, his or her former names and his or her present names. Sworn statements, birth certificates, passport and/or identity documents are **NOT** acceptable for this purpose.
- Prospective students who have obtained qualifications outside the Republic of South Africa are advised to contact the South African Qualifications Authority (SAQA) beforehand to have their qualifications evaluated.
- Prospective students who have obtained their qualifications from a recognised private schooling system in South Africa may apply to the Office of the Registrar for admission via a Senate discretionary route as an interim arrangement until full accreditation is achieved by such schools. The Registrar will consider conditional admission and submit a list of conditionally accepted candidates for Senate approval.
- A statement of symbols will be accepted provisionally until a certified copy of the original National Senior Certificate is handed in.

1.3.5 If an applicant's previous registration had been at any other tertiary educational institution where he or she discontinued his or her studies before obtaining the degree or diploma he or she had been registered for, he or she has to submit, as soon as possible, an original academic record and a certificate of good conduct issued by the registrar of that institution.

1.3.6 If the applicant had previously been registered at more than one tertiary educational institution, he or she has to obtain the documents referred to in **rule 1.3.5** from each of those institutions, where applicable. Please note that TUT will keep those original documents and that they will not be returned to the applicant.

1.4 PROVISIONAL ADMISSION IN RESPECT OF WORK EXPERIENCE, AGE AND MATURITY

1.4.1 A person may also, subject to **rule 1.1.1** or **rule 1.2.1**, be provisionally admitted if such a person is in possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, but lacks more than one requirement for admission, provided that –

- (a) such a person should have reached the age of 23 before the date of registration and should have at least three (3) years of work experience and proven ability relating to the proposed field of study; and
- (b) the TUT Council is satisfied that the standard of such a person's communication skills, his or her ability to study successfully and his or her work experience are such that he or she will be able to complete the proposed qualification successfully.

1.4.2 A person who has been admitted in respect of work experience, age and maturity, shall be admitted to the second semester or year only if his or her academic achievement in the first semester or year of study has been to the satisfaction of the Council.

1.4.3 A person who is admitted to the second semester or year of study shall be regarded as having met the minimum requirements for admission to studies at TUT.

1.4.4 Recognition of Prior Learning (RPL), equivalence and status - see Chapter 30.



1.5

REQUIREMENTS FOR APPLICANTS WHO OBTAINED A NATIONAL CERTIFICATE (VOCATIONAL) LEVEL 4

No person may be registered as a student at TUT to study for a qualification or a subdivision of a qualification unless he or she has obtained a National Certificate (Vocational) (Level 4) (NC(V) Level 4) with a minimum of 50% in the language of learning and teaching of the higher education institution, as certified by the Council for Quality Assurance in General and Further Education and Training (Umalusi):

- i. Provided that the subjects passed for the National Certificate (Vocational) (NC(V) at NQF Level 4) or a certificate contemplated in the said rule are subjects passed on the required levels;
- ii. Provided further that a prospective student be admitted if he or she has obtained a National Certificate Vocational (NQF level 4) with a minimum of six subjects subject to minimum requirements below, including English (first additional language with a minimum score of 4), Mathematics or Mathematical Literacy (as per specific academic programme requirement) and the further subjects required by a specific academic programme (Life Orientation will not be included in the calculation of Admission Point Scores). The applications must meet the minimum requirements required to the national standard for the higher certificate, national higher certificate, national diploma, diploma and bachelor's degrees.

The minimum requirements are the following:

- For the higher certificate, subject to the TUT admission requirements and compliance with the requirements for English (first additional language).
- For the diploma, subject to the TUT admission requirements and achieving at least 50% in three fundamental subjects, which include English (first additional language), and at least 60% in three compulsory vocational subjects.
- For the bachelor's degree, subject to the TUT admission requirements and achieving at least 60% in three fundamental subjects, which include English (home or first additional language), and at least 70% in four vocational subjects.

The three fundamental subjects are English (first additional language), Mathematics or Mathematical Literacy and Life Orientation.

1.6

REQUIREMENTS FOR SENIOR STUDENTS FROM OTHER UNIVERSITIES

1.6.1

Applicants will be considered if:

- i. They have an endorsed national senior certificate for a programme at the same level as the programme that they are applying for; and
- ii. They have demonstrated competence during their first level of study at the other higher education institution they are transferring from. Competence is determined at the discretion of Senate. Senate discretionary admission should only apply in instances where applicants who, in the opinion of Senate have demonstrated, in the approved selection process, that they are suitable for admission to programmes for which they have the required endorsement. All Senate discretionary admissions should be approved by Senate or a committee with delegated authority or powers to consider such admissions on behalf of Senate. The following guideline shall apply:
 - (i) The applicant should have passed the national senior certificate with an endorsement of a bachelor's degree or diploma or a higher certificate.
 - (ii) The applicant should have completed at least the full first year of study of the qualification he or she wishes to register for.
 - (iii) For applicants who have completed more than 50% of their qualification at another university, the 50% exemption rule is still applicable.



- (iv) The Executive Committee of the Faculty Board concerned will be competent to apply this rule with Senate's ratification.

1.6.2 The other option is RPL. Please refer to Chapter 30 for the process.

1.7 CHANGING OF INFORMATION

1.7.1 Should a student's contact details such as postal address or telephone number(s), etc. change, he or she has to notify the Admissions Office in writing.

1.7.2 TUT accepts no responsibility for any incorrect information in respect of admission requirements supplied by anyone who has not been authorised to supply such information. All enquiries should be directed to the Admissions Office.

