UNIVERSITY OF PRETORIA
Department Enrolment and Student Administration

INSTITUTIONAL ADMISSION POLICY 2024

Document type: Policy
Policy Category: Student Administration

Document number: S 5121/23

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Introduction

The University of Pretoria commits itself to the pursuit of academic excellence within the higher education sector, society and the country at large. As a public higher education institution, the University of Pretoria is contributing to the achievement of national objectives for higher education, including the increase in the participation rate in higher education in South Africa. This policy gives effect to the University of Pretoria's obligations arising from the constitutional right of access to education, and the legislative duty to ensure that its admissions are appropriate to redress past inequalities and do not unfairly discriminate in any way.

The Council determines student enrolment and diversity targets in accordance with the Strategic Plan of the University of Pretoria: To be a leading research-intensive university in Africa, recognised internationally for its quality, relevance and impact, and also for developing people, creating knowledge and making a difference locally and globally.

1. Purpose

The purpose of this policy is to give effect to and ensure compliance with the admission and selection processes at the University of Pretoria, in relation to both undergraduate and postgraduate programmes.

2. Scope

This is a university-wide policy that applies to all personnel and students.

This policy informs admission to undergraduate programmes, while the underlying principles of the policy also apply to admission to postgraduate programmes.

3. Policy statement

The University of Pretoria is committed to equitable, transparent and rational processes for admission to undergraduate and postgraduate programmes, which is in line with the Strategic Plan, inter alia increase access, throughput and diversity. The University's objective is to admit a diverse student body with the potential to succeed, and to maintain and promote academic excellence for both undergraduate and postgraduate students.

4. Definitions

In this policy, the terms below are assigned the following meanings in the context of admission:

- *ARPL* – Assessment and Recognition of Prior Learning

- *DESA* – Department of Enrolment and Student Administration

- *DHET* – Department of Higher Education and Training

- *SCAC* – Senate Central Admissions Committee

- *DIP* - Department Institutional Planning

- *Diversity* – In the context of this Admission Policy, factors such as racial classification, gender, sexuality and sexual orientation, disability, socio- economic disadvantage (educational and/or economic disadvantage and first-generation status)

- *IEB* – Independent Examination board

- *Foreign* – A foreign qualification is issued by a nationally recognised institution and forms part of the national education and training system of a country other than South Africa.

- *NQF* – National Qualifications Framework

- *NSC* – National Senior Certificate

- *Potential to succeed* – Students who, having regard to their context, display potential to succeed as indicated by their school achievements

- *Race / racial groups* – population groups as applied by the DHET, including White, African, Coloured, Indian and Asian

- *Redress* – In the context of the Admission Policy, rectifying past inequalities

- *Racial self-classification* – When an applicant personally volunteers information in respect of race, based on own judgement

- *SAQA* – South African Qualifications Authority

- *Transparent* – Openness in intention, communication and actions

- *Umalusi* – The Umalusi Council sets and monitors standards for general and further education and training in South Africa in accordance with the National Qualifications Framework Act No 67 of 2008 [as amended] and the General and Further Education and Training Quality Assurance Act No 58 of 2001 [as amended].

- *Undergraduate and postgraduate programmes* – official accredited academic programmes registered with the DHET offered by the University of Pretoria

- *USAf* – Universities South Africa

5. Policy objectives

This policy has the following objectives:

5.1 Establish equitable, transparent and rational processes for admission to undergraduate and postgraduate programmes.

5.2 Contribute to the creation of an inclusive student community, where diversity is regarded as an asset.

5.3 Admit academically excellent students.

5.4 Admit prospective students who have the potential to graduate successfully within the prescribed time for the programme.

5.5 Offer equal opportunities to prospective students and facilitate redress where individuals or categories of people were or still are disadvantaged due to past unfair discrimination.

5.6 Provide a framework within which faculties must draft their guidelines and procedures for faculty-specific admission and selection rules for undergraduate and postgraduate programmes.

6. Policy principles

6.1 This policy is embedded in the University's commitment to eradicate unfair discrimination on all grounds.

6.2 The University follows a learning, teaching and development approach that offers promising students the opportunity to achieve academic success.

6.3 The University must be satisfied that any applicant, regardless of race or socio-economic status, has the ability to complete the programme to which he or she is seeking admission.

6.4 Each faculty determines the minimum admission requirements and selection criteria for programmes. Minimum requirements aim at ensuring that every prospective student has the potential to complete a programme successfully, without lowering the standards of teaching and assessment.

6.5 In order to facilitate redress the University may differentiate in enrolment targets as well as admission requirements for South African students.)

6.6 The University bases its determination of an applicant's race on the self-classification by the applicant.

6.7 The University aims to achieve at least the demographic representation targets regarding race, it sets annually in conjunction with the DHET, or a higher target, taking into account the demographic make-up of the pool of candidates qualifying for study in a particular programme.

6.8 The long-term objective of the policy is to contribute to a non-racial and equal society that no longer requires race-based redress.

6.9 The admission policy of the University of Pretoria does not discriminate on the basis of race, colour, age, religion, gender, sex, sexual orientation, belief, ethnic and social origin, pregnancy, conscience, culture, birth or disability. See 7.3 on Students with Special Needs (disabilities) below.

7. Policy provisions

7.1 Admission requirements

7.1.1 The University subscribes to and follows the statutory Gazetted admission requirements as stipulated for degree, diploma and higher certificate programmes.

7.1.2 Faculties annually determine minimum admission requirements for each programme that must be approved by Senate. These requirements may include both academic performance and other relevant factors.

7.1.3 In setting the minimum admission requirements, faculties must:

7.1.3.1 Aim to admit those applicants who may successfully complete the programme in the minimum prescribed time;

7.1.3.2 Rely primarily on historical academic data demonstrating the potential to successfully complete a programme;

7.1.3.3 Consider the potential for minimum requirements to unintentionally exclude groups of people; and

7.1.3.4 Consider the faculty's enrolment and diversity targets.

7.1.4 Due to limited space and supervision availability, as well as strategic and purposeful enrolment management, not all undergraduate and/or postgraduate applicants who meet the minimum admission requirements of a particular programme are guaranteed admission. For non-selection programmes, candidates will be ranked and admitted based on academic achievement.

7.1.5 Final admission to register for undergraduate programmes is based on the National Senior Certificate (NSC), Independent Examination Board (IEB) or other recognised South African school-leaving examination results (as certified by Umalusi), or equivalent school leaving certificates with an Exemption Certificate issued by Universities of South Africa (USAf). Conditional admission is based on students' Grade 11 or equivalent results.

7.1.6 Faculties may use institution approved admission test results in conjunction with Grade 11 or NSC results or equivalent results for possible conditional admission or final admission to undergraduate programmes.

7.1.7 In addition to the applicant's academic achievement, faculties may also consider applicable specified information, relevant experience and exposure, skills or agreements for admission purposes. This includes involvement and/or achievements in the field of leadership, community service, cultural activities, sports, multilingualism or part-time work; skills as demonstrated by, for example, portfolios, interviews or auditions; and faculty-specific contracts and bi-lateral agreements. It must be noted that all criteria further to academic achievement must be measurable, objective and fair.

7.1.8   Applicants for undergraduate programmes may be admitted based on academic performance in studies beyond secondary school level.

7.1.9   Applicants for postgraduate programmes may be admitted based on previous tertiary studies and performance or applicable prior learning experience (Senate Discretionary Admission) and faculty capacity and specifications.

7.2   Determining enrolment targets

7.2.1   Approved annual enrolment targets for faculties, based on the size (total number of students) and shape (fields of study and diversity profile) of the University of Pretoria's student body, is submitted to the DHET for approval.

7.2.2   Based on these targets and institutional capacity, faculties annually determine the number of new study places available in specific programmes in collaboration with the Department Institutional Planning (DIP).

7.2.3   As part of the institutional enrolment management process, the new targets are approved by the Executive Management of the University and delegated to DESA to manage and coordinate centrally.

7.2.4   The University of Pretoria commits to meeting enrolment targets as agreed with the DHET in collaboration with the faculties. These targets must be met to secure the relevant funding in order to ensure the financial sustainability of the University. In cases where the undergraduate enrolment target for a specific faculty and or non-selection programme is not met, DESA in collaboration with the Dean of the Faculty, may adjust admission requirements to admit more students to ensure that targets are met by the end of the registration period.

7.3   Students with Special Needs (disabilities)

Where the nature of a programme is such that the Dean of the Faculty that offers the applicable programme thinks that the disabled student will not be able to fulfil the requirements for academic progression, the Dean may bring these concerns to the attention of the student, but it remains the student's decision to apply for the programme and, if he/she complies with the admission requirements of the programme, to be admitted. (Read together with the policy on students with disability.)

7.4   Prior Learning Experience

The assessment and recognition of prior learning as an admission criterion is contained in the University of Pretoria's Policy for the Assessment and Recognition of Prior Learning (ARPL). This Admission Policy informs the latter and is only applicable to Postgraduate studies.

7.5 Citizens from countries other than South Africa

7.5.1 The admission of these students contributes to the establishment of a diverse student community.

7.5.2 Admission and selection of these undergraduate applicants is based on academic achievement and faculties may consider admitting applicants from countries other than South Africa based on their enrolment targets and academic achievements, according to the Senate Approved Admission Regulations.

7.5.3 Admission and selection of these postgraduate applicants is based on previous tertiary qualifications, faculty admission requirements and the availability of supervision at faculty level, as well as Senate approved Admission Regulations.

7.5.4 In order to assist with foreign qualification verification and comparability, the University uses SAQA, USAf and/or the University Foreign Qualification Review function.

7.5.5 It is the students' responsibility to obtain the relevant certificates from USAf and/or SAQA timeously.

7.6 Students with criminal records and/or disciplinary records

The University of Pretoria requires that applicants declare a disciplinary and/or criminal record on application should such a record exist.

The University of Pretoria will consider the nature of the disciplinary record, misconduct and/or criminal record and may, at its discretion, refuse admission as a result or cancel an admission or registration.

8. Policy control and responsibility for implementation

8.1 Roles and responsibilities:

The University has established, amongst others, the following roles and responsibilities with a view to dealing with and managing this policy:

8.1.1 The member of the Executive responsible for Student Administration should, whenever he or she considers it necessary, initiate the review of the Admission Policy and oversee the process, in particular where possible adjustments or replacements are required. He or she fulfils the overall overview function of implementing and updating this policy.

8.1.2 The Director: Enrolment and Student Administration, being the owner of the policy, is ultimately responsible for the interpretation and implementation of the policy. The

Department Enrolment and Student Administration is responsible for quality control, coordination and management of all faculty admission and selection processes and needs to inform the relevant Dean and Registrar of any risks that may arise from the process.

8.1.3   The Registrar can convene a task team to review the policy or can request the SCAC to review the policy.

8.1.4   Deans are responsible for drafting admission regulations in line with this Institutional Admission Policy and to implement the admission regulations as approved by

Senate. Implementation becomes effective at the commencement of the following year's application cycle. Example: Senate approves the 2021 admission regulations in 2019 for the 2020 application cycle for enrolment of these students in 2021, provided all external approvals are in place to offer the programme to the public.

9.   Monitoring and reporting

Accountability and responsibility for establishing the required controls for policy monitoring and reporting, are allocated to the Registrar.

Accountability and responsibility for implementing this Admission Policy, and Faculty Admission Regulations lies with the Dean of the respective Faculty.

10.   Action in the event of non-compliance

Any complaints arising from alleged non-compliance with the Admission Policy and/or Faculty Admission Regulations and/or General Academic Regulations and Student Rules in respect of admissions and selection, are addressed in terms of the University's existing complaints management processes and systems as determined by the owner of this policy.

11.   Supporting documents

Higher Education Act 101 of 1997

South African Constitution of 1996

DHET's published statutory admission requirements

White Paper for Post-School Education and Training – 20 November 2013

White Paper 3: A Programme for the Transformation of Higher Education – July 1997

DHET's Draft Social Inclusion Policy Framework – August 2014

Ministerial guidelines for DHET enrolment targets (2019/2020)

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12. Associated documents

Language Policy

Senate Central Admission Committee Terms of Reference

Senate approved undergraduate and postgraduate Admission Regulations.

General Academic Regulations and Student Rules

Annual Enrolment Plan as provided by DIP

Students with disabilities

Postgraduate student cases and recognition of prior learning

Anti-Discrimination Policy

UP 2025 Strategic Plan

Other related policies

13. Policy life cycle

This policy should be reviewed at least every five years.

14. Document metadata

Document number:	*S 5121/23*
Document version:	*S 5121/23 replacing S 5030/20*
Document approval authority:	*Senate*
Document approval date:	*18 May 2028*
Document owner:	*Registrar*
Document author(s):	*DESA and Members of SCAC*
Next review date:	*18 May 2028*
Visibility: Display on staff intranet Display on student intranet Display on public web	*√* *√* *√*