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## Admission Policy

Code:ADM-POL-QA-01.01.01

Version: 2.5

Date: 20.05.2024

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## 1 Relevant Documents

This policy is benchmarked against and should be read in the context of the relevant legislation underpinning the principles against which institutional policies, processes and standard operational procedures are developed, implemented, and maintained.

<b>Act</b>	The Higher Education Act (101 of 1997)
<b>Reference</b>	CHE: Higher Education Quality Committee HEQC Criteria for Programme Accreditation (CHE; 2004)
<b>Reference</b>	Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate (DHET; 2005)
<b>Reference</b>	National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part-qualifications and Professional Designations in South Africa (SAQA; 2017)
<b>Reference</b>	The Higher Education Qualification Sub-framework
<b>Reference</b>	National Policy for Credit Accumulation and Transfer within the National Qualifications Framework (SAQA:2014)
<b>Reference</b>	Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education (CHE:2016)

<b>FAC-POL-QA-01.01.02</b>	Credit Accumulation and Transfer (CAT) Policy
<b>FAC-POL-QA-01.01.01</b>	Recognition of Prior Learning (RPL) Policy
<b>FAC-POL-QA-01.01.15</b>	Pass Requirements Policy
<b>FAC-POL-QA-01.01.05</b>	Language Policy

## 2 Document Approval

<b>CEO</b>	<b>Registrar</b>
	
<b>Mr Nigel Tattersall</b>	<b>Mr Theodorus Kritzing</b>

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### 3 Document Control

All records are kept in safe and in secure custody (either in records storage areas or off-site storage in case of hard copy records or on approved electronic systems in case of electronic records) according to prescribed procedures and guidelines particularly the Document Control Log provided by the Quality Assurance department.

Date Reviewed	Reviewed Version	Update Affected
07/2001		
03/2004		Admission Policy 2001
04/2007		Admission Policy 2004
06/2015		Admission Policy 2007
29/09/2021	2.1	Admission Policy EP201
11/10/2021	2.2	ADM-POL-QA-01.01.01
01/03/2023	2.3	Change of policy custodian
15/01/2024	2.4	Change of admission requirements
20/05/2024	2.5	Included admission requirements for more qualifications including post-graduate

### 4 Definitions

Term	Definition
Access	The opportunity to pursue education and training, including relevant qualifications and part-qualifications, for all prospective learners.
Admission Policy	A statement of minimum standards governing admission to register for a qualification at Belgium Campus iTiversity.
Admission Procedures	The application of institution-specific selection criteria to select potential learners to pursue education and training opportunities in programmes offered by an education and training institution.
Credit Accumulation	Means the totalling of relevant credits required to complete a qualification or a part-qualification.

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Credit Accumulation and Transfer (CAT)	Refers to the arrangement whereby the diverse features of both credit accumulation and credit transfer are combined to facilitate lifelong learning and access to the workplace.
Credit Transfer	Means the vertical, horizontal, or diagonal relocation of credits towards a qualification or part-qualification on the same or different level, usually between different programmes, departments or institutions.
Enrolment	The process whereby a person formally registers at an institution for a specific learning programme.
Entry-level requirements	The minimum academic knowledge and/or practical competencies, and/or work experience that a learner must have completed to be admitted for study towards a qualification; this may include recognition of other forms of prior learning such as non-formal and informal learning and work experience considered as comparable for entry.
Evaluations of foreign qualifications	The process followed by SAQA to verify the authenticity of foreign qualifications and to compare foreign qualifications with South African qualifications registered on the NQF. The process includes authenticating the status of institutions and the qualifications offered by the institutions, investigating the authenticity of qualification documentation, and verifying that the qualification was awarded to the individual in question; and comparing foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, and locating the foreign qualifications within the NQF.
Recognition of Prior Learning (RPL)	The principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development as defined in the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education (CHE:2016)
Statutory Admission Requirements	These are admission requirements of institutions of higher learning that are promulgated by law and

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	are applicable to all higher education institutions in South Africa.
Undergraduate programmes	Are accredited academic programmes registered with DHET up to NQF level 7 or a NQF level 8 degree (480 credits) that is completed over a minimum period of 4 years.
Postgraduate programmes	Are accredited academic programmes registered with DHET from NQF level 8 to level 10, that exclude the 480 credit Bachelor Degree.

## 5 Acronyms

CAT	Credit Accumulation Transfer
CHE	Council on Higher Education
DHET	Department of Higher Education and Training
HEQC	Higher Education Quality Committee
MIS	Management Information System
NQF	National Qualifications Framework
NSC	National Senior Certificate
RPL	Recognition for Prior Learning
SAQA	South African Qualifications Authority
SALS	South African Sign Language

## 6 Purpose

This policy deals with Belgium Campus iTiversity's policy and practice relating to access management, in respect of the admission, selection and enrolment of students. These policies and practices are crucial in determining an institution's 'size' (the number of students it enrolls), its student composition (the kinds of students it targets and enrolls) and its 'shape' (the types of programmes into which students are accepted/enrolled).

The purpose of this policy is to indicate the functions of the Registrar's Office, the Student Accounts Department, and the Programme Coordinators, as they relate to the application, admission and registration process, deferral, de-registration, and reregistration. The functions would include the following:



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- To determine whether the prospective student qualifies to be admitted to the relevant level of a programme according to regulatory and institutional requirements.
- To verify that all listed documents required have been submitted.
- To determine whether the prospective student qualifies for:
  - Credit Accumulation and Transfer (CAT) and/or
  - Recognition of Prior Learning (RPL) for access or exemption.
- To determine the following acceptance levels:
  - Full acceptance
  - Provisional Acceptance
- Suggest alternative study options if the prospective student fails to meet the entry requirements for a particular programme.
- To allow for the deferral of studies for a certain period, on request.
- To initiate the de-registration process when applicable.
- To initiate the re-registration process when applicable.
- To ensure students', parents' consent/ approvals (where applicable) i.t.o. Protection of Personal Information Act NO. 4 OF 2013 (POPI Act) has been obtained.

## 7 Scope

This policy is applicable to the following stakeholders:

- Prospective Students
- Existing Belgium Campus iTiversity Students
- Belgium Campus iTiversity Registrar's Office
- Belgium Campus iTiversity Admission Office
- Belgium Campus iTiversity Student Accounts Department
- Belgium Campus iTiversity Academic Staff

## 8 Policy Description

### 8.1 General/Introduction

Belgium Campus iTiversity incorporates the following descriptors into its formal processes for student admission and enrolment:

#### 8.1.1 Equity of Access

- Yearly enrolment targets to address equity concerns are as per the South African population make-up as it is essential for the access routes and a range of flexible entry routes are designed to support these targets.



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### 8.1.2 Alignment between admission policy and strategic and academic planning

- The institution uses an approved and publicised admission policy. The admission policy is aligned with the institution's mission, enrolment targets and strategic plan. The policy also takes account of the demand for access and the institution's socio-economic context. It includes realistic plans to meet specified size and shape enrolment targets within set time frames. These are clearly spelt out in terms of enrolment targets for both 'regular' and 'flexible' entry routes.

### 8.1.3 Internal dissemination and consistency of application

- The admission policy is accessible to all who need it, e.g., it is posted on the institution's website. Admission Officers, Faculty Managers and other staff dealing with admissions are well acquainted with the institutional admission policy and procedures.
- The policy stipulations are applied consistently across the institution.

### 8.1.4 Recruitment and dissemination of admission information

- Information on the institution's educational opportunities, admission regulations, and application procedures (both regular and flexible) are disseminated to prospective students in good time for students to make appropriate decisions.
- A variety of accessible, student-centred dissemination strategies are employed to enhance the attainment of the institution's size and shape targets, e.g., websites, resource packs for students who present themselves for the first time at registration etc.

### 8.1.5 Effectiveness, efficiency, and transparency

- Belgium Campus iTiversity provides efficient and accurate responses to applicants' enquiries.
- Admission officers are in a position to pronounce on the status (e.g., rejected, waitlisted, accepted) of an application at any given moment.
- The Management Information System (MIS) used allows constant data update and simultaneous access by all related offices.
- All decisions taken in relation to prospective students' admission are clearly and openly accounted for in terms of the provisions of the policy.

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- The Admission Office and related divisions are equipped to serve the needs of a diverse group of applicants.
- Clear and effective communication lines between admission officers and programme managers are maintained throughout the admission cycle.

#### 8.1.6 Flexibility of entry routes and advisory services

- Belgium Campus iTiversity has identified specialised personnel to deal with applicants' queries about career options, curriculum choices and second choice re-routing. These services are proactive, and efforts are made to alert potential students to any flexible/ alternative entry routes provided by the institution.

#### 8.1.7 Management of unplaced students

- Cases of applicants meeting minimum admission requirements but not being placed in a programme are investigated, with a view to identifying the factors inhibiting access. Cases of applicants being offered a place but not taking it up are also investigated. The reasons for such applicants' failure to register are fed into the admission review process.

#### 8.1.8 Monitoring and Improvement

- Belgium Campus iTiversity ensures the accurate recording of application information to advice decisions related to selection, placement, registration, and student progression to be recorded and traced through to graduation.
- This enables equity targets to be monitored in the faculty and across programmes and the results of the admission policy to be researched and feedback into future deliberations and improved enrolment and admission strategies.

### 8.2 The implementation of Admission Practices

- No restriction is placed on any candidate's age, gender, or any demographic or cultural classification. Any candidate who meets the minimum academic requirements for the different programmes offered, may enrol for study at the institution. The institution will under no circumstances tolerate or practice discrimination based on race, gender, age, sexual orientation, religious belief, or any other basis, as specified in the constitution and as part of the institution's values.
- The institution will endeavour to attract a student body that reflects the demographic profile of the population of the Republic of South Africa. The

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institution wishes to widen access to higher education and promote equity for all individuals.

- No upper bound is set on the number of students who may enrol for study at the institution for undergraduate programmes.
- The admission of a student is subject to the institution's academic and admission rules and regulations of Belgium Campus iTiversity.

### 8.3 Principles of Admission Processes at Belgium Campus iTiversity

#### 8.3.1 Application

Belgium Campus iTiversity provides online applications for study available on the institutional website. Only applications with all the required supporting documentation will be considered. All RPL and CAT applications are administered through the student admission office on a case-by-case basis. Applications for CAT for credit transfer and RPL for exemption are restricted to the application phase of the registration process.

The Admissions Office will verify the documentation submitted and the Registrar screens the application granting the prospective student either:

- Full acceptance
- Provisional acceptance; or
- Suggest alternative study options if the prospective student fails to meet the entry requirements for a particular programme.

#### 8.3.2 Admission

When the prospective student meets the admission requirements, and all the documents to support the application are screened and approved, a letter of acceptance will be sent. Furthermore, the qualifying candidate will be granted admission to study at Belgium Campus iTiversity.

#### 8.3.3 Registration

When the prospective student accepts the offer to study at Belgium Campus iTiversity, the institution will issue the candidate with a registration form and payment contract to conclude the registration process. On receipt of the completed registration form and payment contract, Belgium Campus iTiversity will invoice the student the registration fee. On receipt of the registration payment according to the confirmed payment contract, the candidate will receive an acceptance letter confirming their registration on their student portal.

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#### 8.3.4 Deferral of Studies

The Registrar may grant a registered student a deferral of their studies on request via an application process. A deferral allows the student the opportunity to put their studies on hold for a period, with the understanding that the student must complete the programme within the maximum completion period of the qualification to graduate.

- Students may only defer their studies if their account is up to date at the start of the deferral period.
- A student who wants to defer their studies needs to do so in writing to Faculty Leadership and Registrar before the deferral will be approved.

Once the Registrar approves the deferral application, the student will be sent a formal letter communicating the deferral period.

#### 8.3.5 De-registration

De-registration may occur under the following circumstances:

- The maximum study period of a student has lapsed, and they did not reregister.
- In cases of non-performance or non-progression
- In cases of gross misconduct. Students who are excluded as a result of a conclusion reached in a formal disciplinary hearing will not be admitted for study at the institution again. The stated conclusion indicates the conclusion reached after the completion of any appeal procedures.
- In cases where the student withdrew from the programme, they are required to have a letter that details reasons for de-registration.
- Cancellation fees and policy is applicable with de-registration.

#### 8.3.6 Re-registration

On non-completion of a programme following the expiry of the registration period, a student may apply for re-registration or re-application for the relevant programme for which they were previously registered.

- In re-registering for a programme, a re-registration fee is applicable, and the programme must be completed within the required timeframe communicated to the student.
- When re-applying for a programme, a registration fee is applicable. The student may be granted an exemption for the modules previously completed and will be liable to pay current fees for the incomplete modules.

### 8.4 General Admission Requirements

#### 8.4.1 Admission Criteria

- Belgium Campus iTiversity accepts and follows statutory admission requirements as prescribed by the DHET and by the institution for different programmes for

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which the institution have accreditation with different quality assurance bodies in South Africa.

- The faculty determines a minimum admission criterion for each programme on an annual basis. The admission criteria may include both academic performance and other relevant factors.
- A student may register at Belgium Campus iTiversity on the condition that the student is not presently registered at any other institution unless written permission has been obtained from both institutions.
- Applicants must meet the minimum statutory requirements of the relevant qualification and any additional requirements that be specified in the admission criteria of the qualification.
- Foreign students are required to produce their converted qualification by the matriculation board listing English as a subject or complete an English proficiency test.
- Belgium Campus iTiversity also considers an alternative access route into a programme of learning for those who do not meet the formal entry requirements for admission (i.e., RPL). The institution also allows candidates access through mature age exemption. Mature age exemption includes:
  - Candidates having attained the age of 23 before or during the first year of registration, with a Senior Certificate or equivalent, with three years' work experience and a proven ability relating to the proposed programme, as well communicative skills; and
  - Candidates having attained the age of 45 before or during the first year of registration.
- The institution uses English as a language of teaching, learning and assessment, which means:
  - All materials shall be prepared and published in English;
  - Lectures will be delivered in English
  - All tests and examinations will be written in English. A student must formulate all answers and solutions in English;
  - All documents for students using South African Sign Language (SASL) as a first language shall be moderated to render the content in English for these students;
  - All assignments, reports and projects will be formulated in English; and
  - In-service training reports must be formulated in English.

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#### 8.4.2 Access to technology

- All Belgium Campus iTiversity institutions have infrastructure that students can make use of to study.

#### 8.4.3 Fees

- A registration fee is payable for new students. Admission to the year is only confirmed once the registration fee for the year is paid.
- The tuition fee for a year includes tuition, learning material, examinations and access to laboratories and the library (Access to a physical library and a subscription to an online library). Different payment options are available for the settlement of tuition fees.

#### 8.4.4 Knowledge Assumed to be in Place

- No prior knowledge or experience of computer science is required or assumed.
  - Candidates can optionally take an aptitude test. This is a test that is administered for candidates, to determine whether the individuals' ability, skills and knowledge suit the qualification that they want to enrol into.
  - Candidates who did not take a subject like Information Technology (IT) or Computer Applications Technology (CAT) at high school may enrol at the institution.
  - Such candidates, who intend to enrol for a 360 or 480 credit Bachelor's degree programme, may elect to attend a module in End User Computing before the academic year commences to gain skills in using technologies such as word processors, spreadsheets, and presentation packages.
  - Candidates intending to enrol for a 360-credit Diploma programme need not consider this option since the outcomes of this module will form part of their academic programme.

### 8.5 Qualification admission criteria

#### 8.5.1 Diploma qualification (NQF level 6)

- A candidate must have the correct endorsement on his National Senior Certificate (or equivalent).

#### 8.5.2 Advanced Diploma qualification (NQF level 7)

- A candidate must have successfully completed either a 360-credit Diploma, 240-credit Diploma upon successful completion of work-integrated learning

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component or a combination of work-integrated learning and coursework equivalent to 120 credits or a Bachelor's degree in the Information Technology field.

#### **8.5.3 Bachelor's degree qualification (NQF level 7)**

- A candidate must have the correct endorsement on his National Senior Certificate (or equivalent) with a passing grade of 50% for Mathematics.
- Candidates that successfully completed a Higher Certificate or an Advanced Certificate or Diploma in cognate field qualify to enrol for this qualification.

#### **8.5.4 Bachelor's degree qualification (NQF level 8)**

- A candidate must have the correct endorsement on his National Senior Certificate (or equivalent) with a passing grade of 50% for Mathematics.
- Candidates that successfully completed 360-credit Bachelor's degree or Advanced Diploma or 360-credit Diploma in cognate field qualify to enrol for this qualification.

##### **8.5.4.1 Senate Discretionary Exemption**

- A candidate wishing to enrol for a 360-credit or 480-credit Bachelor's degree programme that does not possess a passing grade of 50% for Mathematics may opt for the options below:
  - A candidate who did not take Mathematics in high school may attend a foundational Mathematics module before the academic year commences. This module will present basic mathematical concepts and techniques that will be important for the first academic year of the bachelor programme.
  - If the candidate passes this module, the candidate will be admitted to the Bachelor's degree of Information Technology (NQF level 7) programme only, students are allowed to enrol for the Bachelor of Computing (NQF level 8) only if they have obtained 70% or more. If the candidate is not successful with this module, the candidate may still enrol for a diploma programme.
  - If the candidate passes this foundational Mathematics module, the Registrar can apply for Senate Discretionary Exemption on behalf of the student to study for either Bachelor's degree.

#### **8.5.5 Postgraduate Diploma qualification (NQF level 8)**

- A candidate must have successfully completed either a 360-credit or 480-credit Bachelor's Degree or appropriate Advanced Diploma in the Information Technology field with an average of at least 60% for admission to this qualification.



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### 8.5.6 Master's Degree qualification (NQF level 9)

- The minimum admission requirement for the program is a Bachelor Honours or Postgraduate Diploma in Information Technology or related disciplines at NQF Level 8. This encompasses fields such as Computer Science, Informatics, Information Systems, and Information Technology Management.
- Candidates must also achieve an aggregate score of 60% or above in their Bachelor Honours/Postgraduate Diploma qualification.
- For those who do not meet formal admission criteria but possess non-honours Bachelor's degrees in relevant fields, there's an opportunity for consideration through a Recognition of Prior Learning (RPL) process guided by the university's RPL policy. Our strategy sets clear targets, implementation plans, and mechanisms for monitoring progress, evaluating impact, and driving continuous improvement, ensuring both students and staff are equipped for success in their academic pursuits.
- The faculty also has the right to prescribe any additional modules as required.

## 9 Review of the policy

Review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at the departmental and institutional level, under the auspices of the official custodian of this policy, namely the Registrar.