# Admission and Registration Policy

## CEDAR INTERNATIONAL ACADEMY NPC

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# Contents

## Purpose

1) This policy provides a framework for staff involved in the implementation and administration of student admissions and enrolment procedures.

## Scope

2) This policy applies to all students and prospective students regarding admission requirements for Bachelor of Education (B.Ed. Foundation and Senior and FET Phase) degrees and all staff involved in the administration and enrolment of these prospective students.

## Principles

3) Through admission, Cedar seeks to maximise the opportunity for our diverse communities to access and participate in higher education.

4) Applications for admission will be assessed fairly and equitably.

5) Admission offers are made to applicants who are identified as having the background and abilities required to provide a reasonable prospect of success. Cedar recognises that this can be measured by formal qualifications and by means other than formally recognised educational attainment.

6) All applicants must meet Cedar's English language requirements according to Cedar's Language Policy.

7) Owing to capacity constraints, requirements by professional and statutory bodies and similar reasons, Cedar reserves the right to select candidates for admission to certain qualifications even where applicants meet the minimum admission requirements. Preference shall be given to students coming from the rural communities which Cedar seeks to serve.

## Responsibilities

8) Applicants for admission are responsible for:

   a. providing full and accurate information in their application including all previous academic and study information as required;

   b. providing a Bachelor's Pass Certificate;

   c. notifying the institution of any changes or corrections to the original application; and

   d. adhering to any admission conditions stipulated by Cedar.

9) The Administrator is responsible for ensuring that:

   a. information about programmes, entry requirements and application procedures are accurately communicated to applicants in a timely manner;

   b. admission processes are explicit, fair, and equitable;

   c. calculating APS Scores and verifying submitted evidence of previous academic achievements; and

   d. relevant personnel comply with and implement this policy and related procedures.

10) The Admissions Panel processes applicant selections and makes final enrolment decisions.

## General Criteria

11) Applicants for admission must apply using the manner specified and by the due date published by Cedar for each admission round. The Board reserves the right to consider late applications.

12) An application must be accompanied by all required documentation preferably certified by either the issuing body or persons qualified to certify documents. Scanned documents may be accepted but applicants must be prepared to provide original documents or officially certified copies of required documents upon request.

13) Where an academic record (transcript) is presented in a language other than English, it must be accompanied by an English translation. Translations will be checked for accuracy.

14) Where qualifications have been completed in another name, evidence must be provided of the change of name.

15) Selection criteria for and conditions of admission are provided in this policy and shall guide the Admissions Panel in the selections process.

16) On advice of the Admissions Panel, the Board has discretion to invite candidates to a pre-entry programme. Participation in the pre-entry programme does not guarantee a position as a student at Cedar.

17) Eligibility for admission into a course does not guarantee selection into a course.

## General Admission Requirements to B.Ed. Degree Admissions

18) To qualify for admission, according to the Revised Policy on the Minimum Requirements For Teacher Education Qualifications (Government Gazette 19 February 2015), the minimum entry requirement is a National Senior Certificate (NSC) or an NQF Level 4 National Certificate (Vocational) with endorsement for entry into Bachelor studies and with appropriate subject combinations and levels of achievement.

19) Teachers who are in possession of a recognised certificate or diploma in education or another relevant field, may also present their qualifications for entry into a B.Ed. with the possibility of transfer of credits for similar previous studies. Recognition of prior learning can also lead to admission or advanced standing.

## Further Admission Requirements

20) Subject to requirements determined by specific programmes, the Admission Panel may approve the establishment of appropriate procedures or tests to facilitate selection for a programme.

21) Apart from admission requirements, the Board of Directors has the right to cap admission to Cedar programmes based on accommodation availability and resource limitations, such as classroom and staffing capacity.

22) No student will be admitted to study at Cedar until a contract has been entered into and suitable written arrangements regarding the payment of fees have been made according to the Fee Commitment Form.

23) Cedar reserves the right to provide module registration only for students who do not have outstanding money owing to Cedar.

24) Admission is subject to the student agreeing to abide by the Code of Conduct and shall provide a signature as evidence of such an agreement.

25) The contract and related documents are binding for the duration of study.

## Grounds for Conditional Exemption

### Exemption on the grounds of post-school qualifications

26) An applicant who does not have a matriculation exemption but is in possession of a senior or school leaving certificate and a recognised three-year diploma obtained at a South African university/institution, teachers training college or Technicon, may qualify for full/complete exemption on the grounds of post-school qualifications.

### Board of Directors discretionary conditional exemption

27) The Board of Directors discretionary conditional exemption provides that a conditional exemption may be issued to an applicant who, in the opinion of the Admissions Panel has demonstrated, in the selection process that he/she is suitable for admission to bachelor's degree studies.

### Recognition of Prior Learning

28) Course admission may be achieved by Recognition of Prior Learning (RPL), which is evaluated on an individual, student-by-student basis by evaluating informal or non-formal learning. Module exemptions through RPL will not constitute more than 50% of the new qualification programme the student intends to study. (See Recognition of Prior Learning Policy for more details).

### Approved qualifications obtained outside South Africa

29) An applicant may qualify for conditional exemption through qualifications obtained outside South Africa. International students must provide a study permit and evidence of a medical insurance cover for on-campus studies.

30) For more information, contact the Administrator.

## Credit Accumulation and Transfer (CAT)

31) A maximum of 50% of the credits for another complete or incomplete other qualification may be transferred to a Cedar qualification, subject to meeting the requirements (see Credit Accumulation and Transfer Policy for more details).

## Admission Point Score (APS) System

32) In addition to general admission requirements for B.Ed. studies, the APS system is utilised to assign points to academic performance in subjects.

33) Calculations of the APS scores are set out below:

| NSC rating | APS Score |
|------------|-----------|
| 90-100%    | 8         |
| 80-89%     | 7         |
| 70-89%     | 6         |
| 60-69%     | 5         |
| 50-59%     | 4         |
| 40-49%     | 3         |
| 30-39%     | 2         |
| 0-29%      | 1         |

34) Calculation of the Admission Point Score takes place as follows:

   a. The results of six (6) NSC subject are used to determine the APS.

   b. Achievement in Life Orientation (LO) is not included in computing the APS score.

   c. A prospective student who obtains a discretionary exemption may be admitted to certain qualifications or related programmes on specific conditions.

## Subject Specific Requirements

35) Apart from the general admission requirements, students must also meet subject specific requirements for major elective subjects as stipulated by Cedar (where applicable).

36) Subject specific requirements are articulated below:

| Subject | Subject specific requirement(s) |
|---|---|
| Accounting | Grade 12 Accounting with a minimum pass of 60%. |
| Business Studies | No minimum pass requirements |
| Com App Tech (CAT) | Grade 12 computer related subject |
| Economics | Grade 12 Economics |
| English (HL or FAL) | Students must pass an English Test administered by Cedar |
| Geography | No minimum pass requirements |
| Hospitality | No minimum pass requirements |
| Information Technology | Grade 12 computer related subject and Mathematics with a minimum pass of 60%. |
| Life Sciences | Grade 12 Life Sciences with a minimum pass of 50% |
| Learner Support | No minimum pass requirements |
| Mathematics | Grade 12 Mathematics with a minimum pass of 60% |
| Physical Sciences | Grade 12 Mathematics and Physical Sciences with a minimum pass of 50% |
| Travel and Tourism | No minimum pass requirements |
| isiZulu | Grade 12 IsiZulu (HL) |

HL – Home Language, FAL – First Additional Language

## Enrolment Process Diagram

**Prospective student makes an enquiry**

**Cedar provides STAGE 1 documentation:**

- Information page and flyer/brochures
- Enrolment Application Form
- Student Code
- Fee Schedule
- Student Consent to Process Personal Information

**STAGE 2 - Applicants invited for:**

- Entrance Examination
- Interview
- (Invitation letter used)

**Successful applicants issued STAGE 3 documentation:**

- Letter of Acceptance
- Enrolment Acceptance Form
- Declaration SP **or** FP
- General Consent Form
- Fee Commitment Form
- Medical Information Form
- Computer and Internet Use Policy and Manual
- Residence Agreement and Guidelines

## Enrolment Process

37) Stage 1

    a. An applicant is provided with stage 1 enrolment documentation including:

        i. Information page and flyer/brochures

        ii. Enrolment Application Form

        iii. Student Code

        iv. Fee Schedule

        v. Personal Information Collection Notice – (Students)

    b. Submitted applications are checked for completeness, and that all the required attachments have been included in the submission and appear to be valid and authentic. This step is completed by a nominated administration staff member.

    c. At this stage, the same administration staff member follows up the applicant if anything is incomplete or incorrect.

    d. Complete submissions are verified for minimum entry requirements, validation of Bachelor's Pass Certificate, and calculation of APS scores.

        i. Applications that meet all the requirements are progressed to stage 2.

        ii. Applications not meeting the requirements are notified that their application was not successful.

38) Stage 2

    a. Successful students are invited for a Cedar issued entrance examination and interviews with the Admissions Panel using the prepared Interview Sheets to guide the interview process. Interview Sheets shall be prepared by the nominated administration staff member.

    b. The Cedar exams shall broadly assess the English capacity of potential students' comprehension and writing skills and basic Maths understanding.

    c. Once examination results have been finalised, the results are added to the interview sheet.

        i. Successful applicants shall be notified in writing using the Letter of Acceptance.

        ii. Unsuccessful applicants shall be notified in writing as soon as possible after the Admissions Panel determines interview outcomes.

39) Stage 3 - Acceptance

    a. Stage 3 documentation shall be completed with sponsor signatures and brought to the induction programme at the beginning of the academic year.

    b. Stage 3 documents are scrutinised for correctness and completeness. Only complete submissions will be accepted.

    c. Enrolments remain provisional until all accompanying documentation is received, and that documentation satisfies the requirements of the Admission and Registration Policy.

    d. Information is captured from stage 3 documents and a student number allocated.

    e. Student is allocated to a course and relevant modules determined.

    f. Module Registration Forms are issued.

40) Registration in subsequent years

a.   Cedar reserves the right to allow registration only for students who do not have outstanding money owing to Cedar.

b.   Students must sign the Module Registration form in consultation with the relevant Programme Coordinator.

c.   Students wishing to take additional modules must meet the criteria for taking on additional workload. The student must have a minimum of 75% average across modules completed in the previous semester at the time of requesting additional workload. If the student has strong matric results, they may also be considered for additional modules.

d.   In addition to the Module Registration form for the relevant programme, students are required to sign the following documents at the beginning of each year:

   i.   Computer and Internet Use Policy and Manual;

   ii.   Residence Agreement and Guidelines; and

   iii.   Student Code (if there are any updates).

## Census Day

41)   For the sake of keeping clear and accurate records, census day is the day on which student headcount is performed. Census day shall be the last day of Week 10 for semester 1.

42)   Census day serves to:

   a.   Make it clear which students should be counted for reporting to the relevant departments; and

   b.   Remove ambiguity in auditing processes.

## Records Management

43)   Electronic records are to be retained in a systematic fashion with pertinent information relating to the background and admission of each applicant.

44)   Enrolment documents contain personal information and must be stored and treated with confidentiality according to the requirements of the Privacy Policy.

## Glossary

**Academic Record (Transcript)** is the official record of a student's academic history at a university including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

**Admission** – the process of assessment of an application leading to entitlement to enrol as a student in a course leading to a qualification.

**Course/programme** means a syllabus, curriculum, a training package, modules of study, or structured workplace learning, the successful completion of which leads to the conferral of a qualification on the student by Cedar.

**HEQF**:   Higher Education Qualifications Framework

**HESA**:   Higher Education South Africa (Matriculation Board)

**International applicant** is an applicant for admission to Cedar who is not a South African citizen or permanent resident.

**NCV**:   National Certificate (Vocational)

**NSC:**   National Senior Certificate

## Reference Materials

Department of Higher Education and Training. (2014). *Policy on the Minimum Requirements for Teacher Education Qualifications.* Retrieved from http://www.dhet.gov.za

*Higher Education Act, 1997: Minimum admission requirements for Higher Certificates, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate (NSC) 2005, Revised May 2008. (Department of Education). Retrieved from https://www.dhet.gov.za/*

*Higher Education Act, 1997: Notice of Amendment of Minimum Admission Requirements for Higher Certificates, Diploma and Degree Programmes Requiring A National Certificate (Vocational) At Level 4 of The National Qualifications Framework.* (Department of Higher Education and Training). Retrieved from https://www.dhet.gov.za

*Skills Development Amendment Act 2008.* (South African Government). Retrieved from https://www.gov.za

## Related Internal Documents

Credit Accumulation and Transfer Policy

Declaration FP/SP

Enrolment Acceptance Form

Enrolment Application Form

Fee Commitment Form

Fee Schedule

General Consent Form

Invitation Letter – Exam and Interviews

Letter of Acceptance

Medical Information Form

Personal Information Collection Notice - Students

Recognition of Prior Learning Policy

Student Code