

FACULTY OF ARTS AND SOCIAL SCIENCES

GUIDELINES AND PROCEDURES FOR ENROLMENT MANAGEMENT¹

1. Introduction

All undergraduate programmes in the Faculty of Arts and Social Sciences are subject to selection. Applicants are selected in accordance with the guidelines and procedures described in this document to enable the Faculty to reach the Official Enrolment Targets (OET's) that are annually determined by the University. Students are selected on academic merit. Discretionary admission is granted to a limited number of students in consultation with the Dean.

1.1. Available places

960 places in total are available for first registrations in the Faculty, of which 860 places² are for new first-year students. The remaining 100 places are for students from other faculties (± 60 places) or other tertiary institutions (± 40 places). Of the 860 places for new first-years, 305 places are earmarked for programmes with programme-specific selection procedures, 438 places for programmes using the Faculty's general selection procedures, 100 places for extended degree programmes and 20 places for discretionary admission. 387 places, drawn from all four groups, are earmarked for Coloured, Black and Indian (CBI) students.

2. Programmes with programme-specific selection procedures

Nine programmes have programme-specific selection procedures. Selection in the following programmes is made in accordance with the approved selection procedure of the programme (with the number of places indicated in brackets):

- Higher Certificate in Music [13]
- Diploma in Practical Music [18]
- BA (Drama) [60]
- BA (with Music) [13]
- BMus [36]
- BA (Law) [50]
- BA (Sport Science) [60]
- BA (Visual Arts) [55]

3. Programmes using the Faculty's general selection procedures

The following ten programmes do not have their own selection policies (programmes that are also offered as extended degree programmes are indicated with an asterisk):

- BA (Humanities) *
- BA (Social Dynamics) *
- BA (Language and Culture) *
- BA (International Studies) *
- B in Social Work *
- BA (Human Resource Management) *
- BA (Development and Environment) *
- BA (Political, Philosophical and Economic Studies)
- BA (Socio-Informatics) *

¹ This document is regarded as an extension to the Faculty's *Strategic Framework* and serves as guideline for the operationalisation of one aspect, i.e. enrolment management.

² The total number of places is determined (annually) in consultation with the Vice-Rector (Learning and Teaching) depending on the capacity of both the Faculty and the campus.

4. Admission requirements

Apart from general admission requirements, there are also various programme-specific and subject-specific admission requirements (see Calendar Part 4 for details³). Since places are limited, meeting the admission requirements is not a guarantee of acceptance and placement.

5. Applications and placement

- 5.1. Only complete applications will be considered. A complete application is an application of which all supporting documentation have been submitted (as described on the application form). The day on which the complete application is received will be regarded as the application date. If the application is marked as complete after the closing date, it will be handled as a late application.
- 5.2. Applications must be submitted in writing or electronically by 30 June of the previous year. Late applications will be held on a waiting list and considered on merit subject to the availability of places.
- 5.3. Only first and second choices of programme will be considered. Third choices of programme will only be considered if both the first and second choices of programme are programmes with programme-specific selection procedures.
- 5.4. Applications with a first choice of one of the programmes with a programme-specific selection procedure are processed in accordance with the relevant programme's selection policy. Since the selection process requires time to complete, and the allocation of residence places cannot necessarily wait, these applicants are granted provisional acceptance for other programmes that make use of the Faculty's general selection procedures. Typically the second or third programme choice indicated in the application is taken into account, provided that the applicants meet the relevant admission requirements.
- 5.5. Unfilled places in programmes with programme-specific selection procedures may be awarded to applicants for other programmes.
- 5.6. Acceptance for a second and/or third programme choice in the Faculty of Arts and Social Sciences lapses when a candidate gets accepted for a first and/or second programme choice in another faculty. If a candidate then decides to revert back to a programme choice in the Faculty of Arts and Social Sciences a written request must be submitted by 30 September of the previous year. Such requests will only be considered if places are available.
- 5.7. Applications received by 30 June for one of the programmes that make use of the Faculty's general selection procedures as first choice, are processed as follows:
 - (i) Faculty Management annually determines the cut-off point for automatic provisional admission based on historical tendencies with regard to admission and registration.
 - (ii) Once their applications have been received, applicants with a final grade 11 mark equivalent to or higher than the cut-off point in (i) who meet the relevant admission requirements are selected and informed that they have been accepted provisionally, regardless of race or other considerations. The same applies to applicants who already have a National Senior Certificate (NSC) with a Bachelor's admission and a grade 12 average equivalent to or higher than the cut-off point in (i) and who meet the relevant programme-specific or subject-specific admission requirements. Once their applications have been received, these students are also automatically selected and informed that they have been provisionally admitted.
 - (iii) Further selection for all complete applications received by 30 June takes place as soon as possible after that date. This includes those with a final grade 11 mark equivalent to the cut-off point or higher, and those who meet the minimum relevant admission requirements. Subject to the availability of places, selection takes place according to a merit list and with the aim of reaching the CBI target. Successful applicants are informed that they have been selected and provisionally admitted.

³ www.sun.ac.za/english/faculty/Pages/Calendar.aspx

6. International applicants and applicants who haven't written the NSC or IEB

The selection process for applicants who have not written the NSC or Independent Examinations Board (IEB) examinations (e.g. the Cambridge exam, Home School, *School of Tomorrow* etc, as well as the previous South African Senior Certificate in force until 2007) or international applicants is as follows:

- (i) In the case of applicants in possession of a South African Senior Certificate received in 2007 or earlier, the average percentage in their final school examination is used for the selection process.
- (ii) In the case of other applicants, their final school certificate is referred to the Stellenbosch University (SU) Postgraduate and International Office for validation. A conversion table (compiled and maintained by the Registrar's office in conjunction with the Postgraduate and International Office) is used to award them a comparable average final school percentage for use in the selection process.
- (iii) A limited number of places, determined annually, are allocated to non-SA citizens.

7. Extended Degree Programme

No more than 100 places are available in extended degree programmes (EDP) for students who meet the SU requirements for admission to an extended degree programmes⁴. A candidate must have an average of 57% or higher in the NSC to be considered for admission to the EDP. Candidates meeting admission requirements for a mainstream programme but cannot be placed in a mainstream programme due to the number of available places, can be considered for placement in the EDP programme. Admission to an extended degree programme is considered with discretion, taking into consideration National Benchmark Test (NBT) results, socio-economic status and the availability of places. Candidates acquiring admission to an EDP programme cannot, after National Senior Certificate (NSC) results have been made available, request transfer to a mainstream programme.

If a candidate is provisionally admitted to a mainstream programme, but the NSC result doesn't meet the requirement for admission to a mainstream programme then, after receiving the NSC result, a request for admission to an extended degree programme must be submitted to info@sun.ac.za by 13 January of the year in which the study commences. Please mark the request as "FASS: Reconsideration for EDP".

8. Discretionary admission

Provision is made for 20 discretionary places where special considerations are taken into account by the Dean (or his/her authorised representative). This includes applications based on age exemption, applicants who have not written the NSC or IEB examinations, as well as applications submitted by Matie Sport.

9. Determining the rate of overbooking

Provision is made for overbooking since not all applicants who are selected eventually take up their places and register for the programme. Determining a realistic rate of overbooking is done annually, based on (i) historic tendencies, and (ii) the number of applications received and the number of applicants automatically admitted provisionally by 30 June. A waiting list will only be kept if the projections, based on historic registration figures, indicate that places might still be available.

⁴ See *Guidelines regarding SU's Extended Degree Programmes* with additions as approved by Senate on 18 March 2011.