

<p><b>FACULTY OF EDUCATION: GUIDELINES AND PROCEDURES FOR THE SELECTION OF BED GENERAL EDUCATION AND TRAINING STUDENTS</b></p>
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**1. AIM AND RATIONALE**

**1.1 AIMS OF THE ENROLMENT MANAGEMENT AND SELECTION SYSTEM OF THE FACULTY OF EDUCATION**

- 1.1.1 To limit the intake of novice first-year students in order to be able to reach the 2015 Board target for SU;
- 1.1.2 To limit the growth of the student numbers to the levels as submitted to the Department of Higher Education and Training for subsidy purposes; and
- 1.1.3 To achieve the diversity profile of students in the programme concerned according to set targets.

**2 PROGRAMME: B ED GENERAL EDUCATION AND TRAINING PROGRAMME**

**2.1 PERIOD OF PROGRAMME**

This undergraduate programme extends over four academic years.

**2.2 AIM STATEMENT OF B ED PROGRAMME**

The main aim of the four-year BEd programme is the initial training of teachers for the General Education and Training Phase. The options provided in the programme make specialisation with regard to either the Foundation Phase or the Intermediary and the Senior Phases possible from the second year onward.

**2.3 ADMISSION REQUIREMENTS**

2.3.1 Admission to the BEd General Education and Training programme is subject to selection and only a limited number of places are available in accordance with the Official Enrolment Targets (ERTs). Academic considerations apply in the selection process and compliance with the minimum admission requirements does not guarantee selection.

2.3.2 Candidates who have been selected for the programme must comply with the following minimum admission requirements at registration as students:

2.3.2.1 The National Senior Certificate (NSC) or Independent Examinations Board (IEB) certificate, as certified by Umalusi, with a grading of at least 4 (50%) in four designated university admission subjects. It must be certified on the certificate that the candidate has obtained admission to Baccalaureus degree studies.

2.3.2.2 An aggregate of at least 55% achieved for the NSC or IEB (excluding Life Orientation).

2.3.3 The following specific requirements apply with regard to language subjects and mathematics:

2.3.3.1 **Afrikaans:** *If your language of tuition in Grade 12 was Afrikaans, your performance in TWO of the following language subjects must be as indicated below:*

- Level 5 (60%) for Afrikaans (Home Language or First Additional Language) and
- Level 4 (50%) for Engels (Home Language or First Additional Language) or
- Level 4 (50%) for Xhosa (Home Language or First Additional Language)

2.3.3.2 **English:** *If your language of tuition in Grade 12 was English, your performance in TWO of the following language subjects must be as indicated below:*

- Level 5 (60%) for English (Home Language or First Additional Language) and
- Level 4 (50%) for Afrikaans (Home Language or First Additional Language) or
- Level 4 (50%) for Xhosa (Home Language or First Additional Language)

The Faculty follows a language policy that aims at promoting multilingualism in the Western Cape where Afrikaans, English and Xhosa are the dominant languages. For professional teacher training it is essential that students are specifically prepared for this geographic context. For this reason three language streams have been created within the programme that students may offer, namely Afrikaans, English and Xhosa. Provision has therefore been made in the programme structure for these three language streams.

2.3.3.3 **Mathematics:** Level 3 (40%) for Mathematics **or** Level 5 (60%) for Mathematical Literacy

[NB: Students who wrote the final school examinations before 2008 are required to have passed at least Mathematics Standard Grade (SG) at Grade 12 level.]

### 3 APPLICATION AND SELECTION PROCESS

#### 3.1 APPLICATION PROCESS

3.1.1 Potential candidates must apply for admission to the BEd programme before or on 30 June of the previous year.

3.1.2 The first round of selection takes place thereafter.

3.1.3 The applications of candidates whose aggregate was 70% and higher can be considered earlier. These candidates are informed in writing as soon as possible after receipt of their applications if they have been selected and are provisionally admitted.

3.1.4 After completion of the selection meeting, applicants are informed of the selection results in writing before the end of August and requested to respond in writing within three (3) weeks to indicate whether they accept the offer or not. A closing date is laid down for these responses.

3.1.5 During the second round of the selection process, second-choice applicants who were not successful in applying for the programme of their first choice can also be considered (if they can still be accommodated).

3.1.6 The provisional places of candidates who did not respond to the offer by the closing date are cancelled.

## **3.2 GENERAL**

- 3.2.1 The BEd General Education and Training programme is a selection programme and in view of the Official Enrolment Targets (ERTs) only a limited number of places are available for the programme.
- 3.2.2 Only academic criteria and the diversity profile of the students admitted to the programme will apply in the selection process. Non-academic factors such as leadership, community service, sport achievements and indications of particular interest in education are not taken into consideration.
- 3.2.3 Since not all selected candidates accept the selection offer, more candidates are selected to compensate and to reach the ERT of 230. An overbooking rate is determined annually, inter alia with reference to registration trends since the institution of the NSC in 2009.
- 3.2.4 Only those applicants who indicated BEd as their first choice will be considered during the first selection round. Applicants who indicated BEd as their second choice may be considered during the second selection round.
- 3.2.5 Compliance with the minimum admission requirements does not guarantee successful selection.

## **3.3 NUMBER OF PLACES**

- 3.3.1 A maximum of 230 places are available for first-years. This is the Official Enrolment Target (ERT) of the US Board for the Faculty.
- 3.3.2 The first 150 places are allocated according to academic merit by arranging the applications in order of merit of 1 to 150, regardless of population group, origin or other considerations.
- 3.3.3 Besides the places that are awarded to coloured, black and Indian students when the initial list is compiled, sixty five (65) of the 230 places are earmarked for coloured, black and Indian students in order to reach a diversity target of a minimum of 26% for first-years for the Faculty.
- 3.3.4 Twenty (20) of these 230 places are earmarked for discretionary cases. These places can be allocated by the discretion of the Dean (or his/her proxy). If all 20 places cannot be filled on the basis of the latter considerations, the rest of the places will be awarded based on academic merit.

## **3.4 PLACE ALLOCATION**

### **3.4.1 Candidates who have not yet obtained an NSC (current scholars)**

- 3.4.1.1 The first 150 places will be allocated according to academic merit by prioritising applications in order of merit of 1 to 150 in the following manner: 1 is the highest average of the Grade 11 percentage, the 2<sup>nd</sup> place is the second highest percentage, and so forth, up to 150 (excluding Life Orientation), regardless of population group,

origin or other considerations. An additional sixty (60) places are earmarked for Coloured, Black and Indian students.

3.4.1.2 If there are not enough applicants from the Coloured, Black and Indian candidates to fill the previously mentioned 60 places (see 3.3.3), the remaining places are filled from the rest of the initial list.

3.4.1.3 In order to be selected for admission to the four-year programme for the BEd degree in General Education and Training, candidates must comply with the admission requirements as explained in paragraph 2.3:

### **3.4.2 Candidates who have already obtained an NSC (those who have completed their schooling)**

3.4.2.1 Applicants who are already in possession of a school leaving certificate are included in the 150 places. Selection is based on the aggregate of their NSC or Independent Examinations Board (IEB) results (excluding Life Orientation) or other school leaving certificate.

3.4.2.2 See 2.3 in connection with compliance with the general admission requirements of SU, as well as the specific admission requirements of the BEd programme.

### **3.4.3 Current students**

3.4.3.1 Only a limited number of places are earmarked for current students. These places are part of the 20 places that are set aside for the discretionary cases.

3.4.3.2 These places are earmarked for students of this university as well as students of other universities.

3.4.3.3 This group is mainly selected on the basis of academic considerations where both the final NSC results and the performance in the university programme for which they are currently enrolled are considered.

3.4.3.4 Applicants in this category are still required to comply with the specific admission requirements of the BEd programme.

3.4.3.5 Academic considerations

- \* Students are normally required to have obtained an aggregate of at least 55% in their final NSC examinations, and
- \* Students are required to have passed at least 50% of the credits of the current year of the programme for which they are currently enrolled.

3.4.3.6 Selection for this group takes place in December of the previous year in a third round of selection after the final examination results have been made known.

### **3.5 OTHER APPLICANTS (INTERNATIONAL CANDIDATES AND CANDIDATES WHO HAVE NOT WRITTEN THE NSC OR IEB EXAMINATIONS)**

3.5.1 Applicants who have not written the NSC or IEB examinations (e.g. the Cambridge examinations, Home Schooling, *School of Tomorrow* and so forth, as well as the previous South African Senior Certificate that existed until 2007) or international applicants are dealt with as follows in the selection process:

3.5.1.1 Applicants in possession of a South African Senior Certificate that was obtained before or in 2007: Their aggregate in their final school examination is used when the selection list is compiled with a view to filling the first 150 places.

3.5.1.2 Other applicants' school leaving certificate is referred to the SU Postgraduate and International Office for validation. A conversion table that is compiled and kept up to date by the Office of the Registrar in cooperation with the Postgraduate and International Office is used to allocate a comparable final school examination aggregate to them. This is used when the selection list is compiled with a view to filling the first 150 places.

## **4. SELECTION COMMITTEE**

4.1 The selection committee is compiled as follows:

4.1.1 The convener of the BEd programme committee as Chairperson of the Selection Committee

4.1.2 At least four members of the BEd Programme Committee, excluding the programme convener

4.1.3 The Vice-Dean (Teaching) as representative of the Dean of the Faculty of Education or his/her proxy

4.1.4 The Faculty Secretary (or proxy) as representative of the Registrar

4.2 The Selection Committee may co-opt any person who is able to provide appropriate input to the Selection Committee.

**PROF M ROBINSON**

**Dean: Faculty of Education**

**PROF AE CARL**

**Vice-Dean (Teaching)**

3 March 2015