

QUALITY MANAGEMENT SYSTEM


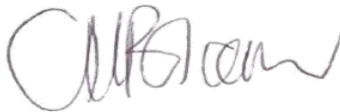
SOP – E.01-01

**TITLE: ADMISSION PROCEDURES -
STANDARD OPERATING PROCEDURES**

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Date: 14 NOVEMBER 2023	Date: 31 July 2025
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Signatures	

Revision Record Sheet

			Date
Rev No	1	Date of last review	14 November 2023
Draft		Issued for comment	10 June 2025
New Rev No	2	Approved for issue	31 July 2025

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ADMISSION PROCEDURES

1. INTRODUCTION

1.1 Purpose:

This Standard Operating Procedure outlines the procedures and guidelines for Hugenote Kollege to ensure fair, transparent, and accountable admission processes.

1.2 Scope:

This SOP applies to all admissions of students for Certificates, Higher Certificates, Diplomas, Degrees, and post-degree qualifications offered at Hugenote Kollege.

2. ADMISSION RATIONALE

These Standard Operation Procedures are designed to focus on the fields of Social Reformation, Theology and Ministry, and Social Innovation, ensuring that entry requirements and procedures contribute to students' ability to access different options and articulate both vertically and horizontally. The Operation Procedures aim to ensure successful outcomes through realistic entry requirements and transparent selection mechanisms.

3. APPLICATION FORMS

Application forms will be printed and made available electronically on the College's website and completed application forms can be submitted physically (by hand or by post) or electronically/online.

Application forms must include, in accordance with legal requirements for occupations working with children, a question in which the criminal history (if any) of all applicants is requested.

4. APPLICATION FOR ADMISSION

Application for admission to the College must be done by the proper completion and submission of the application form (online or hard copy) and payment of the prescribed non-refundable administration fee. Application forms are available from the Reception Desk or the official website of the College (www.hugenote.ac.za). Requirements for completing the application form are printed on it. The application form may be submitted online (free of charge), via post or e-mail (non-refundable administration fee). By signing the application form, the student declares, among others, that s/he is familiar with the contents of the Prospectus as well as the rules

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for the proposed qualification and that s/he further undertakes to comply strictly with the provisions and all the rules of the College.

The programme-specific requirements as contained in the relevant Registered Qualification Document from SAQA will also be available to the learner. This document will be included in the orientation guide for the specific programme.

5. ADMISSION PROCEDURES

5.1 General Rule

Anyone who has been admitted to the College as a learner and has been registered as such will remain a learner of the College for as long as the registration is valid or until the learner's registration is terminated by the learner.

5.2 Data Capturing

The personal data of applicants will either have been captured on the Student Registration System of the College during their online application, or manually by the administrative staff upon receiving the application form and the registration fee. If the application is to receive no exceptional consideration, it will be handled administratively in accordance with the admission requirements for the relevant qualification applied for. If exceptional consideration is to be given to the application, it will be referred to the relevant dean or selection committee. Selected applicants will then be notified of acceptance into a given program by a computer-generated letter in which details of the registration date and process will be communicated.

The admissions process for both contact and distance programmes starts with meeting the entry requirements for the qualification concerned.

5.3. Minimum Entry Requirements

5.3.1 Certificates

The minimum admission requirement is a Grade 10 or equivalent Certificate on NQF Level 3 as certified by the Council for General and Further Education and Training (Umalusi).

5.3.2 Executive Short Courses

Requirement for admission is an undergraduate degree or equivalent qualification. Applicants with a grade 12 school leaving certificate and a valid ID document or

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Passport can also be considered for admission to executive short courses if they have appropriate leadership and management experience.

5.3.3 Occupational Certificates

The minimum admission requirement is a Grade 12 or equivalent Certificate on NQF Level 4 as certified by the Council for General and Further Education and Training (Umalusi). The requirement for the QCTO Certificate in Early Child Development is grade 11 or an equivalent qualification on NQF level 3.

5.3.4 Higher Certificates

The minimum admission requirement is a National Senior Certificate (NSC) as certified by the Council for General and Further Education and Training (Umalusi), or a Certificate at Level 4 obtained because of training done at Hugenote Kollege.

Students registering for this qualification must have the following skills:

- Reading, writing, listening, and speaking in Afrikaans and/or English, equivalent to NQF Level 4.
- The ability to undertake independent learning.

5.3.5 Bachelor's degrees

The minimum admission requirements for a *bachelor's degree* at the Hugenote Kollege are based on the Higher Education South Africa (HESA) requirement for a Bachelor's degree as set out in Notice 1632 in the Government Gazette of the 26th August 2005 (No. 27961).

The minimum admission requirements for the *bachelor's degree (Social Work and Theology)* is:

- a National Senior Certificate (NSC) as certified by Umalusi (or equivalent) with an achievement of "4" (Adequate Achievement of 50-59%) or better in at least four recognised NSC 20-credit subjects that are on the list of designated subjects (of which one should be English with a pass rate of 60% for admission to the BSW-degree and 50% for admission to the BTh degree.)
- or a QCTO-Certificate, Higher Certificate or Diploma with a pass rate of 65% or more for the knowledge modules in a similar field of study as the degree applied for.
- or a TVET-Certificate, with a pass rate of 75% or more for the knowledge modules in a similar field of study as the degree applied for.
- or provisionally granted admission based on an average of 75% achievement in the knowledge modules of a TVET-Certificate attained through Hugenote Kollege in a similar field of study as the degree applied for on condition that should the achievement not be verified, endorsed and certificate issued by the

accreditation body, the student be deregistered/studies terminated with immediate effect.

- A tertiary qualification with a pass rate of 60% or more from an accredited institution registered by the South African Department of Education or from a foreign institution accredited by a recognised accrediting body or by the institution's national government, will also give access to bachelor's degree study at Hugenote Kollege.

5.3.6 Post-graduate studies.

Application for admission to postgraduate study must be made according to the normal application procedure of the College. These applications will be handled by the Dean of the relevant School. Applicants must have at least a SAQA-accredited B-degree or the equivalent thereof.

5.4 Selection Criteria

In cases where a limited number of students are admitted to a course per year, the selected students will receive a College letter in which their admission is communicated to them. Selected candidates must then register as soon as possible with payment of the required registration and/or class fees as the first come, first serve principle is used to fill classes to the predetermined limit.

5.5 Recognition of Prior Learning (RPL)

A prospective learner, who cannot provide formal proof of compliance with the prescribed admission requirements for a specific curriculum, but with prior learning and relevant work experience, may be admitted to the qualification after the procedure for recognition of prior learning in terms of the College's policy has been completed successfully. For more details, consult the Policy on Recognition of Prior Learning.

Within the context of the South African history of limited access to education and training, persons with 'Mature Age' will also be considered for admission to the College. Applicants who are 23 years of age or older and do not have an appropriate matriculation certificate (NSC without the correct level of endorsement) may conditionally be accepted on the grounds of mature age. Part of this process may require a personal interview and a letter of motivation. To continue with their study, these students must pass at least the majority of the first year's modules to be allowed to continue with their studies in the subsequent modules/study years of the specific course.

5.6 Learners with a disability or special needs

Students with special needs will follow the same admission process. Learners are asked to indicate the nature of their disability/need and whether they will need additional support and/or special examination arrangements. This information is used during operational planning to accommodate students as far as possible within the limitations of the College (if such exist). For further elucidation in this regard, see the Policy on Student Support.

- The disclosure of special needs is voluntary, but applicants are encouraged to disclose so that any study, care, and accommodation needs can be seen to.
- No application of a person with special needs who meets the required academic criteria will be rejected without an interview.
- If accommodating the student requires the cooperation of staff or students, it may be necessary to reveal the person's special needs after consultation with this person if it is not otherwise obvious.
- This might lead to an interview with the admission office, as well as with the academic administration management staff. The aim of the interview is to ascertain whether the College infrastructure can support the applicant to participate fully in college life, including academic life, culture, sport, and accommodation.

Once students with special needs are accepted for study, the College must ensure that they are oriented/ inducted in the correct manner. Accommodation in residences will be considered after careful consideration of the nature of his/her special needs, his/her level of functioning and the availability of suitable facilities and assistance. The College will always endeavour to obtain the necessary facilities required for the different special needs.

The same academic standards will prevail for all students, but the Academic Departments may adapt teaching and assessment methods to accommodate the special needs of students. The College encourages the development of creative teaching and assessment methods to accommodate students with special needs.

5.7. Re-admission of unsuccessful students

Students who were once enrolled at the Hugenote Kollege but have not been enrolled since then for five years (inactive students) must apply for readmission to resume their studies. Students are deemed inactive when they:

- were unenrolled for five years or more;

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- previously, formally, or informally, withdrawn from the College.

Readmission is not guaranteed. The terms and conditions for readmission are at the discretion of respectively the relevant academic programme, School, and Academic Committee of the College. Principles that will be considered when assessing applications are:

- Applications must be accompanied by an academic transcript and a certificate of good standing. The certificate of good standing must give an indication of the student's academic progress, behaviour/reputation, and history of disciplinary convictions (if any).
- A student seeking readmission to the same program for which they were last enrolled and having left in good standing, may be offered an opportunity for readmission in an academic block (module/term/semester) determined by the School. If a change in curriculum requirements occurred since the student's last term of enrolment, s/he may be required to complete additional coursework.
- Students who were dismissed on academic grounds from a programme may not be readmitted to the same program. Such students are required to first complete a short course in life skills, reading and writing and study skills.
- In the case of students wishing to repeat modules, the minimum requirement is that all the fundamental modules and 60% of the electives of the course must be completed to qualify for readmission.
- A student seeking admission to a programme different from that in which they were previously enrolled may be offered an opportunity for readmission to the College for a new programme. Credit for relevant successfully completed courses/modules may be applied for and might be granted in accordance with the discretion of the course coordinator/Dean of the School concerned.
- Students who have been permanently dismissed from the College may not be readmitted.

5.8 Rules of Progression

To progress through a programme, students are required to complete the prescribed modules including all pre-requirements and co-requirements, assessments, and attendance requirements within the prescribed maximum period of study and students are required to have met any conditions associated with their initial registration.

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Programme	Minimum Period	Maximum Period
BTh degree	3 Years	7 Years
BSW degree	4 Years	8 Years
Occupational Certificate in Theology & Ministry	2 Years	5 Years
Occupational Certificate in Social Auxiliary Work	1 Year	2 Years
Occupational Certificate in Child and Youth Care	18 Months	2 Years
Certificate- New Faith Community Pioneers	1 Year	2 Years
Church Accredited Certificates in Congregational Service	18 Months	2 Years

The registration of a student will lapse once the maximum period allowed for a specific programme or the final achievement date stipulated in the SAQA Qualification document whichever comes first, is reached.

Advanced Standing or Exemption for some modules in a qualification can only be achieved in terms of the prescribed rules for credit accumulation and transfer and/or recognition of prior learning.

A pass mark for a module is achieved by a weighted average of 50% being achieved.

To progress to the following registration term within any non-modular composite course programme, students must successfully complete a minimum of 70% of the credit value for a given year. The same proportion applies for each year of study. Students cannot carry an incomplete fundamental and/or core module beyond one academic year.

Where the duration of a programme is more than one academic year (or equivalent for part-time students) students cannot continue into the final year of a given programme until they have completed all fundamental and/or core modules.

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Students must have paid their fees in full for their prior registration term before they can be re-registered for their next academic term/module/semester/year.

5.8 Rules of Articulation

The point of entry into the target programme must be such that at least 120 credits are undertaken at the exit level (i.e., the final year of study).

A student who fails to complete the requirements for a qualification for which s/he is registered may not be awarded an early exit qualification. For example, a student who drops out of a degree programme after the first year may not be awarded a Higher Certificate in lieu of a bachelor's degree.

Rules governing early exit from a programme are:

- Students who have technically completed or are about to complete the first year of a programme may not change their qualification to a lesser qualification.
- Students who have just started or have yet to complete a qualification, i.e., where there is still significant work to be done for a lesser qualification, may change their qualification to a lesser qualification at the College's discretion.

6. REGISTRATION

The registration process will be planned and managed by the Operational Manager and the designated administrative officers of the College.

7. ORIENTATION

All registered learners of the College will be required to follow an induction according to a prescribed orientation programme. For residential students, the Academic Committee in co-operation with the Student Support Service will be responsible for the planning and the Student Support Service for the managing of the orientation programme. The programme will consist of institutional, academic, and community/environmental orientation. An attendance register, to be signed daily by every student, will be kept.

For distance/online students, the relevant School will provide orientation material on MyNotes, as well as a virtual discussion session in the week before lectures start for the first term.

8. MAXIMUM NUMBER OF DEGREE MODULES PER SEMESTER

Degree students may not register for more modules per term/semester than prescribed for a specific qualification unless prior approval received from the Dean or relevant Programme Co-ordinator.

9. ADMISSION OF INTERNATIONAL STUDENTS

The admission of international students will be considered according to Hugenote Kollege admission requirements.

Enrolment of international students must be in alignment with the Hugenote Kollege Admission requirements. Applicants who possess a tertiary qualification from an international HEI are required to send their results/qualifications to the South African Qualifications Authority to have them evaluated and equated to a South African qualification. Foreign candidates who do not possess a tertiary qualification must apply for a Certificate of Exemption. This certificate is issued by Universities South Africa (USAf), formerly known as the Matriculation Board of HESA (Higher Education South Africa). In addition to the above, foreign candidates must also apply to the SA Trade Representative closest to his/her home for a study permit if the candidate is not a South African citizen.

The following legal arrangements must be made by the prospective student.

- Study Permit application: All international students should obtain a study permit to study at the College. The applicant must apply to the South African Embassy or High Commission in his/her home country. The Hugenote Kollege will provide a letter of proof that the student was admitted to a specific programme/qualification within a specific period.
- Students wishing to enrol for programmes that are offered exclusively via distance education do not need a study permit, since their studies will not require them to travel to South Africa.

International students will be made aware of the following aspects that may affect the success level of their studies/internships at the College:

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- Language policy: Classes and academic/administrative documents will be provided in English and/or Afrikaans. In the case of applicants who did not have English as school subject and who is non-English speaking, an additional test will be conducted to determine their English language proficiency. This test will be made available online on the College's MyNotes communication platform. The test must be passed to gain access to the College's courses and will form part of the application process and conditions for admission.
- The College can provide accommodation options, but not transport.
- It is required that international students adhere to all the procedures, rules and requirements related to the College and programmes/qualifications.

International students must adhere to the language policy of Hugenote Kollege.