

DURBAN UNIVERSITY OF TECHNOLOGY ADMISSIONS POLICY FOR INTERNATIONAL STUDENTS	
Document name:	Admissions Policy for International Students
Co-ordinating Exec Manager / Document owner:	DVC : TIP
Operational manager/s	Academic Heads of Department, Faculty Officers Assistant Registrar : Student Admissions
Contact & tel. no. for support:	IEP Office – 031-3735422
Approved by:	Senate Council
Date approved:	24 August 2011 26 November 2011
Date last amended:	26 November 2011
Title of manager responsible for policy review :	Director: International Education & Partnerships
Title of manager responsible for monitoring implementation of this policy	DVC: Academic, Registrar, Executive Deans, Director: International Education and Partnerships DVC : TIP
Related policies: Recognition of Prior Learning (RPL) Policy University's Enrolment Plan Programme and Qualification Mix (PQM) Department of Corporate Affairs' Marketing Plan Language Policy Postgraduate Admissions Policy Undergraduate Admissions Policy	

1. Preamble

The Durban University of Technology is committed to the national higher education transformation goals and values of equity of access and the redress of past inequalities. To this end, the University strives for an efficient admissions system that is fair, simple, explicit and transparent, which is applied consistently across all faculties and campuses, and which has minimal barriers. The University is also committed to quality output and the success of its students by providing excellent opportunities for effective learning.

Article 7, Co-operation in Higher Education and Training , Section (A) Access to Universities: Student and Staff Mobility of the SADC Protocol on Education and Training (1997) requires that a minimum of 5% of the student population at any South African Higher Education Institution constitute students from SADC countries, and that university entrance requirements be harmonized to accommodate this protocol. The Durban University of Technology aligns itself with the SADC protocol and sets its overall target for international student participation at a minimum of 7% of the total student population. The postgraduate student component shall be strongly internationalized, with a significant mix of SADC students.

The University is therefore committed to complying with the SADC protocol.

2. Purpose of the policy

The purpose of this document is to describe the policy relating to the admission of international students to the University for undergraduate and postgraduate programmes,

3. Applicability

This policy applies to all:

3.1 persons who meet the definition as international students, wishing to register for undergraduate and postgraduate programmes:

- for which the University is accredited by the Council on Higher Education (CHE),
- which appear on the University's Programme and Qualification Mix (PQM),
- for which the University receives formal subsidy from the Department of Education and Training (DoHET)

and

3.2 staff involved in the admission processes.

4. Definitions

Admission	The formal acceptance and registration by the University of an applicant into a programme.
International student	Anyone who is enrolled in a programme of study at the University who is not a citizen refugee or permanent resident.
IEP	International Education and Partnerships directorate
Placement	The specific criteria and procedures that the University uses to place students in particular programmes.
Programme	A purposeful and structured set of learning experiences that upon achievement leads to a qualification.
Qualification	The certificate (degree, diploma or certificate) awarded by the University which formally recognizes a learning achievement.
Recognition of prior learning	RPL means the assessment of an applicant's previous non-formal and informal learning and experience to determine the extent to which this meets the required learning outcome, competency outcomes, or standards for entry or access into a specified level of study at the University. A variety of assessment methods is used to determine the relevance, depth and extent of an applicant's prior learning.
Registration	The administrative process which culminates in applicants becoming students of the University.
Selection	The specific criteria and procedures that the University uses to select potential students from persons who have applied to study at the University.
Student	A person registered at the University to study for a programme.
Undergraduate programmes	This refers to National Certificate, National

	Higher Certificate (NHC), National Diploma (N.Dip.) and Bachelor of Technology Degree (B.Tech.) programmes offered by the University.
University	The Durban University of Technology.

5. Principles

- The purpose of the recruitment process is to attract the most suitable students.
- International student recruitment is part of the University's Strategic Plan.
- The selection process will be designed to assess applicants against the selection criteria of DUT as set out by the respective academic departments.
- Heads of academic departments, supported by Faculty Officers, will have the responsibility to ensure that recruitment and selection is conducted as an evidence-based process.
- Faculties to set targets for percentage participation of International students taking cognizance of the SADC protocol and making allowance for NON-SADC countries.

6. Legislation governing the admission of students to the University

The University's General Admission Rules (G - Rules) and Departmental Admission Rules are derived from

- Section 37 of the Higher Education Act No. 101 of 1997, as amended,
- Aliens Control Act No. 96 of 1991, as amended,
- Paragraph 57 of the DUT Statute,
- Various policies governing the University as approved by the Senate and Council.

and are published in the Annual General Handbook for Students and the Departmental Handbooks.

6.1 The **General Admission Rules** stipulate *inter alia*:

- (i) the overall minimum admission requirements of the University which must be met to enable a person to be considered for registration as a

student for study towards any certificate, diploma or degree, offered by the University or for non-certificate, diploma or degree purposes;

- (ii) the minimum and maximum durations of study pertaining to certificate, diploma or degree study at the University;
- (iii) the conditions under which the University will grant exemption from registration for a subject(s) which a student has already passed at any other equivalent educational institution and/or in terms of the University's Recognition of Prior Learning (RPL) Policy;
- (iv) the conditions under which the University will grant conditional or unconditional conferment of status of the equivalent pre-requisite qualification, for the purposes of registration for a higher qualification and/or advanced standing in terms of the University's Recognition of Prior Learning (RPL) Policy;
- (v) that the University may refuse the admission or readmission of any person as a student of the University. In so doing the University will stipulate the conditions which a person must meet in order to be considered for admission or readmission; and
- (vi) that the medium of instruction is English.

(vii) University practice regarding credential evaluation will in the first instance take the form of conferment of status. That is, the academic department, as the discipline experts evaluate the applicant's qualification/s for *equivalence* to the entrance requirement/s of the qualification applied for. The advice of the International Office and that of the Registrar's Office may be sought in this evaluation. Only if an academic department is not able to obtain sufficient information to evaluate the applicant's qualification for conferment of status, should a SAQA evaluation be sought.

Both of these processes ie conferment of status and the SAQA, assess the level of the Qualification and not the authenticity of the Qualification/ certificate. The authenticity of the qualification/certificate will have to be evaluated by the official of the University involved with academic registration.

6.2 Departmental Rules:

- may stipulate any additional requirements for admission or readmission, particularly for international students; and
- stipulate the requirements in order to graduate.

Where a General Admission Rule and a Departmental Rule deal with the same matter, the more limiting rule applies. Both sets of rules provide for an appeal process.

7. Student Recruitment and Marketing

- The primary goal of student recruitment initiatives at the University is to build an applicant pool from a diverse range of backgrounds and geographical locations. The University encourages applications by international students. The recruitment and admission of international students is overseen by the Directorate: International Education and Partnerships in conjunction with other relevant DUT departments including the DUT Recruitment Department, subject to all relevant legislation and University rules governing the admission of international students.
- Academic Departments should develop strategies to attract International Students at both undergraduate and postgraduate levels in conjunction with the International and Research Offices.

Accordingly, international student recruitment strategies aim to raise awareness of the University and its programmes by:

7.1 developing and providing promotional material (print and electronic) that is clear, accurate, comprehensive and appropriate, including information on:

- the range and content of accredited programmes,
- financial matters such as projected fees, financial aid, scholarships and bursaries,
- housing ,
- contact details within the institution,
- the application process,
- Support services.

7.2 advising prospective students about study opportunities in creative and effective ways, such as:

- media advertisements,
- publication of study and related information on the University web site,
- visits to schools and participation at career fairs in neighbouring countries. Student recruitment is regarded as an integrated and campus-wide activity, and hence the participation of academic staff as well as the student recruitment department and the IEP directorate is required,

- a call centre to deal with verbal queries from prospective students,

7.3 developing sustainable relationships with Governments, feeder schools, other providers and international agencies:

The University endeavours to forge links with, inter alia:

- learners, educators and principals of targeted schools in neighbouring countries,
- embassies and consulates,
- Government and NGOs,
- Industry sponsors,
- Donors.

7.4 developing strong relationships with potential students from the pre-application stage to registration in the following ways:

- responding promptly and courteously to queries from applicants requiring information on study opportunities,
- selecting students timeously, that is before the end of the year/semester prior to their first year/semester of study.

8. Admissions and Registration

The admissions and registration processes consist of three basic steps, viz.

- Application by the prospective student to study at the University.
- Selection and placement of a potential student by the University.
- Registration as a student of the University.

8.1 Application processing

First time entry applications for admission to undergraduate studies are made through the Central Applications Office (CAO). International applicants may also apply directly to the University (Section 7 refers).

Information on programme choices and application procedures is detailed in the CAO handbook. This enables applicants to make applications to a number of institutions at one time, and reduces queries and approaches being made to numerous institutions.

The University responds timeously to applicants by capturing appropriate selection decisions on the CAO website, thus indicating to applicants in advance whether they qualify for admission. The various selection decisions are explained in the CAO handbook.

8.2 Selection and Placement

The responsibility for the selection and placement of students into a programme rests with the respective heads of department offering the programmes. Administrative assistance related to the selection and placement decisions as well as conveying information to applicants is provided by academic departmental staff, faculty office staff as well as the University's Admissions Office. In cases where application is made outside the CAO system, the International office may also assist academic departments in this process.

The principles on which selection and placement decisions are made are the following:

- Merit-based.
- Enrolment planning parameters, including distribution of enrolments by field of study and maximum targets per programme.
- Various University selection instruments, for example, interviews, aptitude tests and portfolio assessments. However, consideration is given to alternate selection instruments for international students, as such applicants are unable to be physically present at the University.
- Depending on the results of selection assessments, a student may be placed into a mainstream programme or an extended curriculum programme, or recommended for placement in another programme.
- Academic departments/programmes should review their selection processes wherever possible to make them more accessible and user friendly for international students. This should also include timely responses to applications and the conveying of selection decisions, to allow for Immigration processes to be completed.

After being accepted for a particular programme, international applicants are required to apply in their country of origin for a valid study permit in terms of the Aliens Control Act No. 96 of 1991, as amended. This may be done at a South African diplomatic office in their country of origin.

International students should contact the University's Directorate International Education and Partnerships for study permit requirements.

8.3 Registration

Heads of academic departments are responsible for ensuring that all relevant registration details are provided to successful applicants, including:

- Date, time and venue of student registration for the relevant programme,
- Documentation required and minimum, initial payment of fees.

International students from SADC countries pay an additional levy over and above tuition fees as determined by the University. Other international undergraduate students pay twice the fees determined for local students. There is no differentiation of fees for international postgraduate students.

Upon registration, a student is:

- issued with a student identity card, allowing him/her access to the facilities of the University and which must be produced on request,
- given a General Handbook for Students, the relevant Departmental Handbook and a Fees and Finance Rule Book which include all Rules governing his/her studies at the University.

9. Recognition of Prior Learning

Recognition of Prior Learning (RPL) is promulgated in the South African Qualifications Authority Act No. 58 of 1995 and the Employment Equity Act No. 55 of 1998 as a transformation strategy in the South African education system. The University, through its RPL Policy, strives to build a viable, sustainable and credible system to implement RPL.

Applicants requiring RPL should contact the University's RPL Administrator: Centre for Excellence in Learning and Teaching (CELT) for full details.

/ls.15Aug.2011