



***Policy on Applications and Selections\****

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<b>Division/Unit/Department</b>	Student Enrolment Centre
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## **1. PREAMBLE**

- 1.1 In pursuit of its vision of being an international university of choice, anchored in Africa, dynamically shaping the future, the University of Johannesburg (the University) is committed to the sustained excellence of its academic programmes. Subject to its power to determine admission requirements for the programmes it offers, the University provides a uniform framework, which is fair, clear and explicit, for the admission, application and selection process across all faculties, departments and campuses, and supports, where practically possible, broad and diverse access for those with the potential to benefit from higher education.

## **2. PURPOSE**

- 2.1 The purpose of this Policy is to record and publish the policy of the University in respect of applications and selections as required by Section 37(1) of the Higher Education Act 101 of 1997. It also deals with related matters that the University may determine in terms of Section 37(4) of the previously mentioned Act. It creates a framework for determining admission requirements, application and selection procedures for holders of qualifications that provide them entrance to the range of qualifications offered by the University.

## **3. SCOPE**

- 3.1 The Policy covers the application and selection of applicants to the University and related matters in accordance with the principles, procedures (processes) and practices.
- 3.2 The Policy applies to all undergraduate, advanced diploma, postgraduate certificate, honours degree and postgraduate and non-subsidised programmes offered by all faculties and departments across all campuses of the University. All matters relating to master's and doctoral studies are contained in the Higher Degrees Policy.

## **4. DEFINITIONS AND ABBREVIATIONS**

- 4.1 For the purpose of this Policy, unless otherwise stated or the context otherwise indicates, the following abbreviations apply:

APS	Admissions Point Score
CHE	Council on Higher Education
DBE	Department of Basic Education
DHET	Department of Higher Education and Training
GED	General Education Development
HEI	Higher Education Institution
HEQC	Higher Education Quality Committee
HEQSF	Higher Education Qualification Sub-Framework
IEB	Independent Examination Board
IELTS	International Language Testing System

NASCA	National Senior Certificate for Adults
NCV	National Certificate Vocational
NQF	National Qualifications Framework
NSC	National Senior Certificate
NSP	Non-Subsidised Programme
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SC	Senior Certificate
SC(A)	Amended Senior Certificate
TOEFL	Test of English as a Foreign Language
UJ	University of Johannesburg
UJELP	University of Johannesburg Language Programme
USAf	Universities South Africa

4.2 For the purpose of this Policy, unless otherwise stated or the context otherwise indicates, the following definitions apply:

Admission Test	The use of a psychometric or cognitive or competency-based instrument/test to predict the applicant's ability to complete a chosen/selected programme successfully within higher education studies and used for admission purposes.
Admitted	An applicant to whom an admitted status has been awarded by the University. Admitted applicants are permitted to register for a particular programme for a particular academic year/intake during the period that has been approved for such registration, after complying with the applicable registration requirements. Once the capacity for specific programmes has been reached, and where an admitted applicant has not yet registered, the applicant will be moved to space constraints, and no further registrations will be permitted.
Amended Senior Certificate (SC(A))	A certificate issued to learners with incomplete Senior Certificate credits, as well as adult learners of 23 years and older, after having obtained approved Senior Certificate subject credits. The Amended Senior Certificate (SC(A)) retains its qualification structure but uses the National Curriculum Statement (NCS) subjects to support the qualification. As of 2 March 2018, SC(A) is endorsed with minimum admission requirements for entry into higher certificate, diploma and bachelor's degree programmes.
Applicant	A person who applies to register for a particular programme offered by the University for a particular academic year/intake.
Application Status	An application status is assigned to each applicant, indicating the status of the application.
Articulation	Progression from a completed qualification to another in a defined pathway.

Cognate Field	A field of study similar or closely related to the subject area of the vertical articulation of study.
Concurrent Selection	An applicant is allowed to apply for two choices, of which the selection for both choices takes place concurrently. An applicant, therefore, can be declined, admitted, or wait listed for any combination of the two choices, depending on whether the applicant meets the admission requirements, selection criteria, as well as space availability.
Short Learning Programmes (SLP)	An institution-approved short learning programme (SLP), which can be credit-bearing or non-credit-bearing. Upon successful completion, it will lead to the awarding of a UJ certificate.
Non-subsidised Whole Programme (NSP)	A learning programme that leads to the award of a full qualification (degree, diploma, or certificate) that is registered on the NQF and accredited by the CHE, but does not receive state subsidy from the Department of Higher Education and Training (DHET).
English Language Proficiency Test	A proficiency test required from admitted applicants where English Language was not used as the medium of teaching and learning.
Entering Student	An entering student is a student who studied at the University of Johannesburg during previous years and is entering into a different programme than initially registered for.
Extended Curriculum Programme (ECP)	An extended first undergraduate degree, diploma or certificate programme that incorporates substantial foundational provision that is additional to the coursework prescribed for the regular (mainstream) programme.
Faculty	Refers to the academic and administrative structure for a planned cluster of academic learning and research programmes and qualifications, its substructures as approved by the Council and the employees who perform functions in the academic and administrative structure.  "Faculty" includes the College of Business and Economics, as well as the Johannesburg Business School.
First-time entering students	First-time entering students are students with no previous studies (registration) at another higher education institution in a subsidised (formal) programme. Where a student has been registered for any formal qualifications at NQF Level 5 or higher, they are not considered first-time entrants.
General Education Development (GED)	The University of Johannesburg does not accept the General Education Development (GED) test for entry into any of its subsidised undergraduate programmes. Applicants who completed the GED and who would like to study towards an undergraduate curricular programme are advised to register and complete a Grade 12 NSC/IEB/SACAI or international equivalent thereof.
International Qualification	A qualification acquired from an institution outside the borders of the Republic of South Africa, or a qualification acquired through an international institution in South Africa with an international registration.
Mature Age Exemption	Candidates who have reached the age of <i>23 years and above</i> and hold a senior certificate (SC) or a national senior certificate (NSC) without the applicable endorsement for the programme for which they wish to apply, may be considered for selection and admission, provided they obtained a Certificate of Conditional Exemption from USAf.

	<p>Applicants applying for an undergraduate diploma or certificate, who meet the USAf criteria and the minimum entrance requirements for the programme, will be considered for admission based on Senate Discretionary approval. All other rules relevant to application and selection to the University, such as minimum APS requirements, language requirements, admission/placement tests and faculty-specific requirements as approved, will still apply.</p> <p>Candidates, who have reached the age of <u>45 years and above</u> and who are not in possession of a Senior Certificate (SC) or a National Senior Certificate (NSC), may be considered, provided that the Senate is of the opinion that the candidate can complete the curriculum within the maximum period of time. The Certificate of Conditional Exemption from USAf will be provided to the candidate upon submission of a statement from the Senate.</p> <p>Candidates who have reached the age of 45 years and above applying for degree programmes will also need to complete the National Benchmark Test (quality assurance test) and must comply with the following raw scores:</p> <p>a) <i>Applicants applying for programmes requiring mathematics:</i></p> <ul style="list-style-type: none"> <li>• Academic Literacy (AL) = 65%</li> <li>• Quantitative Literacy (QL) = 52%</li> <li>• Mathematics (MATH) = 48%</li> </ul> <p>b) <i>Applicants applying for programmes NOT requiring mathematics:</i></p> <ul style="list-style-type: none"> <li>• Academic Literacy (AL) 65%</li> <li>• Quantitative Literacy (QL) 52%</li> </ul> <p>c) <i>All mature age applicants must still comply with:</i></p> <ul style="list-style-type: none"> <li>• Admission/placement tests (if applicable); and</li> <li>• Faculty-specific requirements as determined by the Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.</li> </ul>
National Certificate (Vocational) (NC(V))	A designated variant of the National Certificate at Level 4 on the NQF. It is an exit-level qualification with a vocational or occupational orientation that is offered through Technical Vocational Education and Training (TVET) colleges. Depending on the level of achievement, it may allow access to higher education studies.
National Senior Certificate (NSC)	A designated variant of the National Certificate at Level 4 on the NQF. It is an exit-level qualification with an academic orientation, usually completed at the end of general schooling (Grade 12) in South Africa. Depending on the level of achievement/endorsement achieved, it may allow access to higher education studies.
National Senior Certificate for Adults (NASCA)	A National Certificate at Level 4 on the General and Further Education and Training Qualifications Sub-framework on the NQF. It is registered as a 120-credit qualification. The four subjects required for certification have equal weighting of 30 credits each. The outcomes of the qualification are further defined in the curriculum.
Orange Carpet Criteria	The final Grade 12 academic performance criteria determined by the University from time to time for undergraduate applicants to qualify for the Orange Carpet Platinum or Orange Carpet benefits.
Orange Carpet Programme	A reward programme of the University that provides a range of benefits for top-achieving undergraduate students. After registration, Orange Carpet Platinum and Orange Carpet students will become a UJenius Club members. Continued membership to this exclusive

	academic club is not automatic – students need to meet the minimum club membership criteria every year to remain members.
Placement Test	A test to determine an applicant's skill and competency levels, aptitudes, academic preparedness and abilities, for purposes of placement in an appropriate Senate-approved programme.
Postgraduate	For the purposes of this policy, the term <i>postgraduate</i> refers to studies, research, or programmes at the advanced diploma, postgraduate certificate, postgraduate diploma or honours level, equivalent to NQF Level 7 and 8 of the Higher Education Qualifications Framework (HEQF).  Master's and doctoral students are also considered postgraduate students – the administration of these higher qualifications is dealt with in the Higher Degrees Policy (and related documents).
Programme	A purposeful and structured set of learning experiences leading to a qualification comprising a set of credit-bearing, level-pegged modules set at particular NQF levels. In an outcomes-based system, programmes are designed to enable students to achieve predetermined exit-level outcomes.
Qualification	The formal recognition and certification of learning outcomes by an accredited provider as reflected in the degrees that the provider confers, and the diplomas and certificates it awards, in respect of subsidised or non-subsidised academic programmes.
Recognition of Prior Learning (RPL)	RPL refers to the comparison of previous learning and experience of a prospective student, <i>"howsoever obtained, against the learning outcomes required for a specified qualification, and the acceptance of such learning for purposes of qualification of that which meets the requirements"</i> (SAQA Regulation 452, No. 18787, March 1998:5). The application, assessment and selection process of a Recognition of Prior Learning (RPL) application is covered in the Policy on Recognition of Prior Learning.
Register	Enrol as a student in a particular programme for a particular academic year/intake on the date and at the time as captured on the official recognised University's electronic student administration system.
Registration Requirements	Requirements with which an applicant/student must comply before they may be registered as a student for a particular programme for a particular academic year/intake.
Senior Certificate (SC)	A final exit-level school-leaving certificate for school learners (i.e. at the end of Grade 12) registered at Level 4 on the NQF (has since been phased out as from 2008).
Transfer Student	A transfer student is a student who has previously registered for a programme at another University other than the one to which admission is sought, irrespective of whether the qualification was obtained.
University	The University of Johannesburg.
Waiting List or Wait Listed	Applicants who fully meet the admission criteria on the ground of a qualification that has been obtained (e.g. their final Grade 12 results received by the University from the Department of Basic Education (DBE) in January of a particular academic year, or a degree

	<p>that has been obtained), may be placed on a waiting list for a particular programme for the particular academic year/intake.</p> <p>Final selection and admission depend on the number of study spaces available. The available study spaces (if any) may be filled by ranking prospective students selected in accordance with their academic performance, having regard to all information and documentation available to the University that can assist in the assessment of an applicant's academic abilities and potential.</p>
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## 5. PRINCIPLES

- 5.1 This Policy is based on legislation and prescriptions of the Department of Higher Education and Training (DHET) and other relevant bodies in respect of admission to higher education institutions (HEIs) and supports the rules, regulations, procedures, processes and practices of the University and its faculties.
- 5.2 The University makes provision for alternative Senate-approved routes of access and articulation between programmes.
- 5.3 Within the confines of the specified selection criteria and in as much as possible, the University is committed to ensuring that no potential student receives prejudicial treatment on the basis of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth, or is disadvantaged by requirements, the attitudes of peers and employees or behaviour that cannot be seen as reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom.
- 5.4 Admission of international applicants is subject to meeting the compliance requirements as stipulated by the Immigration Act No. 13 of 2002, the regulations made thereunder and the University's policies. Admission and registration requirements may be determined by the University for applicants who are not residents in South Africa or have an international qualification.
- 5.5 All universities in South Africa are regulated using funding, planning and quality assurance as key steering mechanisms for transformation. Planned targets for a six-year period are reflected in an enrolment plan as approved by DHET, which specifies the number of enrolment spaces available for formal, subsidised programmes and determines the teaching input grant.
- 5.6 An applicant who meets the minimum admission requirements for a particular programme offered by the University does not thereby automatically gain a right of admission to the programme. Undergraduate selection is based on final Grade 12 results or an international equivalent.
- 5.7 The applicant must comply with the rules, regulations, policies, procedures, and processes of the University to gain admission to the programme and may be denied admission on the grounds of, among others:
  - 5.7.1 Limitation (capping) of student numbers by the Ministry of Higher Education and Training through the approved enrolment plan, and other applicable professional bodies.
  - 5.7.2 The physical and human capacity resources of the University (e.g. human capital of the University, its physical infrastructure in respect of lecture venues, laboratories, etc.).
  - 5.7.3 Faculty and departmental requirements as approved by Senate and contained in Faculty Rules and Regulations.

## 6. **FRAMEWORK FOR DETERMINING THE NUMBER OF STUDENTS WHO MAY BE ADMITTED FOR A FORMAL, SUBSIDISED PROGRAMME**

- 6.1 Enrolment at the University is governed by a six-year enrolment plan (i.e. the Enrolment Management Plan) that is approved by DHET. The University develops an annual enrolment plan that is aligned to the longer-term plan and specifies enrolment targets, which also serve as enrolment caps per faculty and per programme for each academic year.
- 6.2 Faculties are responsible for enrolment management to ensure that the targets are achieved, and the caps are not exceeded. Enrolment management includes ensuring that the programmes receive accreditation from the Council on Higher Education (CHE), marketing, selections, admissions, funding and registration processes, if necessary. It takes into consideration the resources available to provide excellence in teaching and learning with respect of the particular programme. In all of these, professional support domains support the faculties.

## 7. **ADMISSION REQUIREMENTS**

- 7.1 Admission requirements for a particular programme of the University are determined on three levels.
  - 7.1.1 **On a national level** – ► Bodies and structures outside the University determine requirements for admission to HEIs for the holders of certain qualifications and may exempt individuals who do not hold such qualifications from meeting these requirements upon certain prescribed grounds. Examples of qualifications for which requirements for admission to HEIs have been so determined are the Senior Certificate (SC) (learners who completed Grade 12 before 2008), National Senior Certificate (NSC) (learners who completed Grade 12 since 2008), Amended National Certificate (SC(A)) (learners who supplemented incomplete SC credits, as well as adult learners of 23 years and older), National Senior Certificate for Adults (NASCA) and National Certificate (Vocational) (NC(V)).  
  
Examples of grounds upon which individuals may be exempted from complying with these requirements for admission to HEIs are mature age, the completion of certain post-school qualifications and the completion of certain approved foreign qualifications. These requirements constitute legal requirements with which the University must comply when registering students.
  - 7.1.2 **Senate approves admission requirements** – ► For programmes offered by the University in two ways:
    - 7.1.2.1 Senate determines minimum admission requirements for all qualifications awarded by the University and may determine generic admission requirements for qualifications offered on particular NQF levels, for example, undergraduate qualifications, undergraduate professional qualifications, honours qualifications, master's qualifications and doctoral qualifications, and under the new NQF, higher certificates, advanced certificates, advanced diplomas, bachelor's degrees, honours degrees, postgraduate diplomas, master's degrees and doctoral degrees. These admission requirements are contained in the Academic Regulations of the University.
    - 7.1.2.2 Senate approves admission requirements determined by faculties in respect of the particular programmes they offer. These admission requirements are included in the Rules and Regulations of the University and faculty concerned.
  - 7.1.3 Admission requirements are included in **the submissions to DHET and the Higher Education Quality Committee (HEQC)** for the accreditation of programmes introduced after 2009.
  - 7.1.4 Collectively, the requirements determined on the three levels as stated above constitute the admission requirements for a particular programme.

- 7.2 Admission requirements may include the following
- 7.2.1 Undergraduate programmes
- 7.2.1.1 Possession of a particular qualification endorsement (e.g. the SC or NSC for undergraduate programmes). Alternatively, a higher certificate, an advanced certificate or a diploma in a cognate field may satisfy the minimum admission requirements for the next level of qualification in cases where applicants fully meet all the minimum admission requirements of the particular programme applied for, but do not hold the correct endorsement for the particular programme.
- 7.2.1.2 Scholastic achievements (e.g. M-score (SC), in respect of applicants who matriculated prior to 2008, or APS (NSC), in respect of applicants who matriculated in 2008 or thereafter), the achievement of a certain level or standard of performance in other academic programmes, language requirements and faculty- and programme-specific requirements. Alternatively, a higher certificate, an advanced certificate or diploma in a cognate field may satisfy the minimum admission requirements for the next level of qualification.
- 7.2.1.3 Extended diploma and degree programmes will only consider new first-time entering candidates for admission. These are candidates applying for the programme after they have completed Grade 12, with no previous studies at another higher education institution (as per the definition above). The extended programmes provision is financed through earmarked foundation grants provided by the Department of Higher Education and Training, which means that those who previously enrolled at a higher education institution cannot be considered.
- 7.2.2 Postgraduate programmes
- 7.2.2.1 Students applying for admission to an advanced diploma or postgraduate certificate (NQF Level 7) are required to hold a qualification at the NQF Level 6 from an accredited institution. In addition, faculties may apply subject-specific requirements.
- 7.2.2.2 Students applying for admission to a postgraduate diploma or honours degree (NQF Level 8) are required to hold a qualification at the NQF Level 7 from an accredited institution. In addition, faculties may apply subject specific requirements.
- 7.2.3 International undergraduate applicants
- 7.2.3.1 Diploma admission will be granted to applicants who meet the faculty admission requirements with their school-leaving results. Admission into any faculty programme is subject to space availability.
- 7.2.3.2 Degree admission will be granted to applicants who meet the faculty admission requirements based on the school-leaving results and qualify for any type of Matric Exemption issued by the Matriculation Board of South Africa. Admission into any faculty programme is subject to space availability.
- 7.2.3.3 English Language Proficiency Test results are required from undergraduate applicants where English was not used as a medium of instruction, learning or teaching for previous schooling. The University accepts appropriate proof of English proficiency certificates from:
- a) International Language Testing System (IELTS)
  - b) Test of English as a Foreign Language (TOEFL)
  - c) University of Johannesburg Language Programme (UJELP)
- Only the abovementioned English Proficiency Test results will be accepted: IELTS or UJELP at an overall score of 6 or TOEFL at an average score of 80-104.
- 7.2.4 International postgraduate applicants

- 7.2.4.1 Applicants applying for admission to an advanced diploma or postgraduate certificate (NQF Level 7) are required to hold a qualification at the NQF Level 6 from an accredited institution. In addition, faculties may subject applications to specific additional requirements.
- 7.2.4.2 Applicants applying for admission to a postgraduate diploma or honours (NQF Level 8) are required to hold a qualification equivalent to NQF Level 7 from an accredited institution. In addition, faculties may subject applications to specific additional requirements.
- 7.2.4.3 English Language Proficiency Test will be required from postgraduate applicants where English was not used as a medium of instruction, learning or teaching for previous studies. The University accepts appropriate proof of English proficiency certificates from:
- a) International Language Testing System (IELTS)
  - b) Test of English as a Foreign Language (TOEFL)
  - c) University of Johannesburg Language Programme (UJELP)
- Only the abovementioned English Proficiency Test results will be accepted: IELTS or UJELP at an overall score of 7 or TOEFL at an average score of 105-120.
- 7.3 In addition to meeting the minimum admission requirements of a qualification, any or all of the following may be required from an applicant to be considered for a particular programme:
- a) Admission and placement tests;
  - b) Personal interviews;
  - c) Biographical information;
  - d) Portfolios of evidence;
  - e) Recognition of Prior Learning (RPL);
  - f) South African Qualifications Authority (SAQA) for certification of equivalence;
  - g) Universities South Africa (USAf) for endorsements of school-leaving results;
  - h) Special provisions for transfer students;
  - i) Compliance with statutory requirements, e.g. in the case of international students; or
  - j) Any other requirements as specified by the Academic Rules and Regulations or Faculty Rules and Regulations.
- 7.4 Admission requirements are designed to accommodate different types of programmes that:
- 7.4.1 Facilitate the education of students so that they realise their highest educational potential to contribute to the social, cultural and economic development of South Africa, having regard for the country's skills, needs and scarcities.
- 7.4.2 Are comparable with international qualification frameworks.
- 7.4.3 Assist students to identify suitable options and potential routes of progression in the admission and selection process.
- 7.5 The UJ admission score table, which is used when considering applications for admission and selecting applicants for undergraduate programmes, is approved by Senate and constitutes Appendix 1 to this Policy.

- 7.6 Senate Discretionary Conditional Admission may be considered for candidates who have successfully completed the NSC or NC or NC (Vocational) or SC(A) or NASCA and who have applied for admission to an undergraduate programme at the University, on recommendation by the relevant Executive Dean, subject to the Senate approved selection procedure.
- 7.7 Faculties and the Centre for Psychological Services and Career Development (PsyCaD) share the responsibility and tasks relating to the selection and admission of Senate Discretionary Conditional Admission, with the Executive Dean of the faculty concerned having the final decision on whether to submit the application to Senate for approval.

## **8. GENERAL PRINCIPLES FOR ADMISSION AND SELECTION OF APPLICANTS**

- 8.1 Persons who wish to register for a particular programme offered by the University for a particular academic year/intake must apply for admission to that particular programme before the relevant closing date if they were not registered for that particular programme at the end of the academic year/intake immediately preceding that academic year/intake. These applicants must submit their applications in the prescribed format by no later than the application closing dates. Closing dates are determined annually. Different programmes may have different closing dates. Different closing dates may be determined for particular categories of applicants, for example, applicants who are not resident in South Africa or who are not Orange Carpet Platinum or Orange Carpet candidates. Details of closing dates are published on the University's website. Application dates may change subject to the approval by the Registrar.
- 8.2 Applicants may only apply for a maximum of two undergraduate study choices, two postgraduate study choices and two non-subsidised programmes. These study choices may not be amended once they have been submitted. However, undergraduate, first-time entering applicants may be offered an additional choice for the academic year for which they are applying.
- 8.3 Applicants are required to submit all relevant and required information and/or documentation to enable their application to be considered. The University may postpone any decision in respect of an application until all the relevant and/or required documentation has been submitted to the University.
- 8.4 Applicants requiring special support measures are responsible for disclosing the nature of their special needs at the time of application. Such information must also be declared to relevant professional boards (where applicable).
- 8.5 The selection of students/applicants to postgraduate and non-subsidised programmes takes place in accordance with the Academic Regulations, Faculty Rules and Regulations and the relevant submission to Senate when they are approved. The Higher Degrees Policy and Higher Degrees Administration: Structures and Processes deal separately with applications for, and selection in respect of, master's and doctoral programmes. The provision in this Policy deals with applications for, and selections in respect of, all undergraduate whole programmes as well as advanced diploma, postgraduate certificate, postgraduate diploma and honours programmes offered by the University.
- 8.6 An applicant to whom an admitted status has been allocated by the University for more than one programme concurrently/simultaneously may only register for one of the programmes admitted, before the commencement of the academic year/intake for which they apply. Applicants may choose for which programme they would prefer to register in the case where an applicant has a concurrent admission for more than one programme. All regulations regarding registration still apply. Once registered for either of the concurrent admitted qualification(s), the application(s) for the qualification(s) not registered for will automatically be cancelled and students will not be allowed to

change programmes to one of the previous concurrent admitted qualifications once registered for the other.

- 8.7 During the registration period, the University constantly monitors the enrolment/registration of students who are admitted to programmes and in the event of them not taking up their study spaces, it reviews the status of applicants not yet admitted on the waiting list. Applicants on the waiting list are consequently not necessarily notified all at once that they have been admitted; should this be the case, and should study spaces remain available, the University may admit applicants on the waiting list and invite them to register for a particular programme.
- 8.8 Applicants may be denied admission (i.e. not admitted), or if already admitted, their admission may be overturned, to a particular programme based on one or more reasons, including that they do not meet the minimum admission requirements of the programmes, the particular programme has registered to capacity, or the student has omitted to declare previous studies at/from another higher education institution(s).
- 8.9 Consequently, in putting the Enrolment Management Plan into operation in respect of a particular programme and allocating the available study spaces to the applicants who have demonstrated to the University the best potential to successfully complete the programme, applicants who comply with the minimum admission requirements of the programme (including applicants who meet the minimum admission requirements on the ground of their final Grade 12 or degree results) may be granted any admission or selection status in terms of the Policy, including not being admitted to the programme.
- 8.10 The academic performance of applicants who had previously registered for any programme at the University or at another higher education institution may be considered when deciding upon the applicant's selection for and admission to the programme to which they seek admission. Such applicants may be admitted, wait listed or not admitted (or other) based on their academic performance or on available study spaces.
- 8.11 No notice regarding an applicant's selection/admission is official and binding on the University unless it has been sent to the applicant by email from the University's server or uploaded by the University to its official application website.
- 8.12 The University may at any stage of the application process request additional documentation that can assist in the assessment of an applicant's academic abilities and potential.

## **9. GENERAL PRINCIPLES FOR ADMISSION AND SELECTION OF UNDERGRADUATE APPLICANTS**

- 9.1 The University considers applicants for admission to and selection for undergraduate programmes who have already completed Grade 12 or an equivalent qualification as well as of applicants who would sit for their final Grade 12 or equivalent examinations before the commencement of the academic year/intake for which they apply. In the case of applicants who are yet to sit for their final Grade 12 or equivalent examinations, their applications are considered on the basis of their final Grade 11 (or equivalent) results.
- 9.2 Applicants who meet the admission requirements for a particular programme on the ground of a qualification that has already been obtained (final Grade 12 or an equivalent qualification), may be:
- a) Admitted;
  - b) Orange Carpet Platinum Admitted;
  - c) Orange Carpet Admitted;

- d) Pending Final Selection;
  - e) Wait Listed; or
  - f) Refused Admission (Not Admitted) on a justifiable ground, for example, academic performance, that the programme has registered to capacity, the applicant has registered for another programme, or the applicant does not meet the selection criteria;
  - g) Declined based on space constraints when the enrolment target for a specific programme has been met.
- 9.3 Applicants who meet the admission requirements for a particular programme on the ground of their final Grade 11 or equivalent examinations results may be:
- a) Orange Carpet Platinum selected Pending Final Selection;
  - b) Orange Carpet selected Pending Final Selection;
  - c) Pending Final Selection; or
  - d) Refused Admission (Not Admitted) on a justifiable ground, for example, academic performance, the applicant has registered for another programme, or the applicant does not meet the selection criteria.
- 9.4 The admission of Orange Carpet Platinum Pending Final Selection applicants is subject to the following conditions:
- 9.4.1 They will be admitted to the particular programme for a particular academic year/intake and qualify for the benefits of an Orange Carpet Platinum student upon registration, if, on the basis of their final Grade 12 results, they:
- a) still comply with the Orange Carpet Platinum criteria;
  - b) fully meet the minimum selection and admission requirements for the particular programme.
- 9.4.2 Should they no longer meet the minimum selection and admission requirement for the particular programme, their application(s) will be reviewed based on the new results of the applicant in accordance with the minimum selection and admissions requirements of the programme(s) they applied for.
- 9.5 The admission of Orange Carpet Pending Final Selection applicants is subject to the following conditions:
- 9.5.1 They will be admitted to the particular programme for a particular academic year/intake and qualify for the benefits of an Orange Carpet student upon registration, if, on the basis of their final Grade 12 results, they:
- a) still comply with the Orange Carpet criteria;
  - b) fully meet the minimum selection and admission requirements for the particular programme.
- 9.5.2 Should they no longer meet the minimum selection and admission requirement for the particular programme, their application(s) will be reviewed based on the new results of the applicant in accordance with the minimum selection and admissions requirements of the programme(s) they applied for.
- 9.6 The University of Johannesburg reserves the right to review and revoke the application or registration status of an applicant where the University establishes that there is an administrative oversight. In such an instance, the University will rectify the error and communicate the change to the applicant.

- 9.7 Should an applicant fully meet the minimum selection and admission requirements for the particular programme, their applications will be considered on the basis of the availability of study spaces and the filling thereof by ranking prospective students in accordance with their academic performance, having regard to all information and documentation available to the University that can assist in the assessment of an applicant's academic abilities and potential as well as having regard for all selections criteria such as portfolios, interviews, etc. Consequently, they may, depending on the circumstances, be awarded the status of Admitted, Not Admitted or Wait Listed.
- 9.8 The decision whether or not to grant an applicant the status of Orange Carpet Platinum Admitted, Orange Carpet Admitted, Pending Final Selection, Wait Listed, Admitted, Not Admitted or any other status as listed in this Policy for a particular programme, is informed by the following criteria, which may result in selection criteria being set higher than the admission requirements for the particular programme:
- a) The admission requirements of the programme.
  - b) The demonstrated past academic performance of an applicant (including academic performance from other institutions).
  - c) The number of study spaces available in the particular programme as determined by the enrolment cap in respect of the programme.
  - d) The aim to allocate the available study spaces in a programme to the applicants who, on the basis of academic performance and any other evidence of potential as required by the curriculum and professional requirements of the qualification, have demonstrated to the University the best potential to successfully complete the programme, nevertheless having regard for appropriate measures to recognise the academic merit of an applicant in order to redress past inequalities.
- 9.9 The University may grant an applicant the status of Pending Final Selection or Orange Carpet Platinum Admitted, or Orange Carpet Admitted at any time during the period that applications for admission are being considered. The Orange Carpet Platinum Admitted and Orange Carpet Admitted status of an applicant to a programme does not detract from the University's right to thereafter admit other applicants to the programme who, in the view of the University, have demonstrated better potential to successfully complete the programme concerned than those who had been Orange Carpet Platinum Admitted , Orange Carpet Admitted or Pending Final Selection for it.
- 9.10 Applicants who have been admitted for a particular programme for a particular academic year/intake may register for the programme to which they were admitted during the registration period that has been approved for such registration, after complying with the applicable registration requirements. Study spaces that are not taken up during the applicable approved registration period by admitted students may be offered to other applicants. Consequently, applicants who had been admitted to a particular programme and failed to take up their space during the applicable approved registration period, will only be permitted to register for the programme before the final date allowed for registration if study spaces remain available for them. The University has the power to move the final date of registration for a programme forward during the registration period to stay within the enrolment cap of a programme.
- 9.11 The admission of Pending Final Selection applicants is subject to the following conditions:
- 9.11.1 Applicants must fully meet the minimum admission requirements of the particular programme.
  - 9.11.2 In the case of applicants who were on status Pending Final Selection before they had completed a qualification required for admission (e.g. applicants who sat for their final Grade 12 or equivalent examinations or who sat for their final examination to complete a degree), they are required to meet

fully all the minimum admission requirements of the particular programme applied for when obtaining the qualification concerned (e.g. the NSC or equivalent qualification, including the correct degree, diploma or certificate endorsement (having obtained the correct exemptions)).

- 9.11.3 The available study spaces (if any) may be filled by ranking prospective students on the waiting list in accordance with their academic performance, having regard to all information and documentation available to the University that can assist in the assessment of an applicant's academic abilities and potential. These include the results achieved by an applicant in the NSC and/or in any other qualification for which the applicant registered at the University or elsewhere. For example, where applicants compete for places on the basis of their NSC results, applicants with the highest APS, combined subject percentage, Grade 12 subject scores (excluding Life Orientation) and correct endorsement, will receive priority in the allocation of the available spaces. This means that compliance with the minimum admission requirements will not necessarily guarantee a study space at the University for applicants who are selected Pending Final Selection. Should the enrolment target be reached before the end of the specified registration period, the status of the applicant will be changed to Qualification Target Reached.
- 9.11.4 Any other condition(s), which can be justified on rational and reasonable grounds. Where applicants rewrite some of their Grade 12 subjects to 1) obtain better results to gain access into a University programme and 2) not to delay the student's admission, the applicant irrevocably authorises UJ to calculate the revised endorsement (based on the changes to marks as a result of an official remark, rewrite or upgrade completed to their Grade 12 NSC subjects). The applicant acknowledges that the University's calculation is subject to the official revised Grade 12 certificate to be issued by the DBE, and the applicant waives any claim that the applicant may have against the University as a result of an error or omission in relation to the calculation made by the University.
- 9.11.5 Note: that the previously mentioned only applies to applicants who have completed their Grade 12 NSC (only applicable to examinations from the 2018 November/December Grade 12 sitting and onwards). Any applicant with Grade 12 results prior to the 2018 final examinations (November/December) will need to obtain a combined matric certificate (disclosing the revised endorsement) from the DBE.
- 9.11.6 Applicants with international credentials rewriting their final high school subjects with intention to study degree programmes must reapply for applicable matric exemptions.

## **10. GENERAL PRINCIPLES FOR ADMISSION AND SELECTION OF POSTGRADUATE APPLICANTS**

- 10.1 Students applying for admission to an advanced diploma or postgraduate certificate (NQF Level 7) are required to obtain a qualification at the HEQSF Level 6 (or equivalent) before the commencement of the academic year/intake for which they apply. In addition, faculties may apply subject specific requirements.
- 10.2 In the case of applicants who have yet to complete their NQF Level 6 qualifications, their application is considered based on current results available from the registered NQF Level 6 qualifications.
- 10.3 Students applying for admission to a postgraduate diploma or honours degree (NQF Level 8) are required to obtain a qualification at the HEQSF Level 7 (or equivalent) before the commencement of the academic year/intake for which they apply. In addition, faculties may apply subject specific requirements.
- 10.4 In the case of applicants who have yet to complete their NQF Level 7 qualifications, their application is considered based on current results available from the registered NQF Level 7 qualifications.

- 10.5 Applicants who meet the admission requirements for a particular postgraduate programme on the ground of a completed NQF Level 6/7 qualification (or equivalent), may be:
- a) Admitted;
  - b) Conditionally Selected;
  - c) Pending Final Selection; or
  - d) Refused Admission (Not Admitted) on a justifiable ground, for example, academic performance, the applicant has registered for another programme, or the applicant does not meet the selection criteria.
- 10.6 Applicants who meet the admission requirements for a particular postgraduate programme on their current results of the registered NQF Level 6/7 qualification (or equivalent), may be:
- a) Conditionally Selected;
  - b) Pending Final Selection; or
  - c) Refused Admission (Not Admitted) on a justifiable ground, for example, academic performance, the applicant has registered for another programme, or the applicant does not meet the selection criteria.
- 10.7 Applicants who have been admitted for a particular programme for a particular academic year/intake may register for the programme for which they were admitted during the registration period that has been approved for such registration, after complying with the applicable registration requirements. Study spaces that are not taken up during the applicable approved registration period by admitted students may be offered to other applicants. Consequently, applicants who had been admitted to a particular programme and failed to take up their space during the applicable approved registration period, will only be permitted to register for the programme before the final date allowed for registration if study spaces remain available for them. The University reserves the right to move the final date of registration for a programme forward during the registration period to stay within the enrolment cap of a programme. Should the enrolment target be reached before the end of the specified registration period, the status of the applicant will be changed to Qualification Target Reached.
- 10.8 The admission of Conditionally or Pending Final Selection applicants is subject to the following conditions:
- a) Applicants must fully meet the minimum admission requirements of the particular programme, including subject specific requirements.
  - b) In the case of applicants with a Conditionally or Pending Final Selection status before they have completed the necessary qualification required for admission (e.g. relevant NQF Level 6 or 7 qualification), they are required to fully meet all the minimum admission requirements of the particular programme applied for when obtaining the NQF Level 6 or 7 qualification concerned.
  - c) The available study spaces (if any) may be filled by ranking prospective students not yet admitted in accordance with their academic performance, having regarded all information and documentation available to the University that can assist in the assessment of an applicant's academic abilities and potential. These include the results achieved by an applicant in prerequisite higher education qualification or any other qualification for which the applicant may have been registered at the University or elsewhere. This means that compliance with the minimum

admission requirements will not necessarily guarantee a study space at the University for applicants with a Conditionally or Pending Final Selection status.

- d) Any other condition(s), which can be justified on rational and reasonable grounds.

## **11. RE-ADMISSION**

- 11.1 Students who have been registered for a programme offered by the University must reregister annually until they complete the programme. A student may be deregistered and refused permission to reregister on the ground of poor academic performance. The standards of academic performance required from students to permit them to reregister appear in the Academic Regulations and Faculty Rules and Regulations. The University is not required to issue warnings to students to improve their academic performance before deregistering them or refusing them permission to reregister on the ground of poor academic performance, but if such warnings are issued, students can thereafter be deregistered or refused permission to reregister if they fail to meet the conditions attached to the warning. Persons who are prevented from reregistering on the ground of unsatisfactory academic performance may appeal their academic exclusion in terms of the Academic Rules and Regulations.

## **12. TRANSFER APPLICANTS**

- 12.1 The admission and selection of transfer students to any year of study of a particular programme is subject to the applicant showing satisfactory academic performance in any programme for which the applicant had previously been registered at the University or another institution. The criteria which the University may apply when considering satisfactory academic performance in this regard include (but not limited to):
  - a) the performance of transfer students measured against the rules of the programmes for which they had previously been registered;
  - b) transfer students having obtained a minimum average mark in the programmes for which they had previously been registered as required by the faculty in respect of the programme to which they seek admission;
  - c) the performance of the transfer students measured against the rules applicable to the programmes to which they seek admission;
  - d) meeting the minimum admission requirements based on the final Grade 12 results in conjunction with the academic progress for which they had previously been registered; and
  - e) the availability of study space per programme for transfer students as per the University's Enrolment Management Plan.

## **13. LANGUAGE OF TEACHING AND LEARNING**

- 13.1 The official language of teaching and learning at the University is English.

## **14. GENERAL**

- 14.1 Operationally, the responsibility and tasks relating to the selection and admission of applicants are shared by the faculties, Central Academic Administration (CAA) and the Division for Global Engagement, with the Registrar and/or the Executive Dean of the faculty concerned having the final decision in respect of applications and selections.

- 14.2 An applicant who has applied for admission to a particular programme and satisfies the minimum admission requirements, but who has been refused admission, may request written reasons for such refusal from the Executive Dean or their delegated authority concerned.
- 14.3 The University has the right to revoke or amend the admission status of an applicant, including cancelling or refusing the registration of an applicant or student who provided incorrect information and/or documentation or who omitted to provide information or documentation relevant and material to an application for admission or re-admission.
- 14.4 Applicants who are admitted to a particular programme for a particular academic year/intake must register annually in accordance with the approved academic calendar, provided that the University reserves the right to move the final dates for registration for a particular programme forward to remain within its overall or programme enrolment caps.
- 14.5 No notice regarding an applicant's admission status is official and binding on the University unless it has been sent by email to an applicant from the University's server or uploaded by the University to the online Student Portal application status page (<https://student.uj.ac.za/status.aspx>).

**15. PUBLICATION OF INFORMATION**

- 15.1 This Policy, the University's Academic Regulations and the Faculties' Rules and Regulations are in the public domain and are published on the University's website.

## APPENDIX 1

School-leaving certificates not appearing in the table below are evaluated individually by the Student Enrolment Centre (SEC), Division for Global Engagement, Faculties and Departments.

### ADMISSION SCORE TABLE

APS	NATIONAL			INTERNATIONAL											
	NSC (IEB/SACMI)	SC HG (M-SCORE)	SC SG (M-SCORE)	HIGCSE / NSSC (HL)	IGCSE / NSSC (OL)	AS LEVELS	A LEVELS	IB (HL)	IB (SL)	WAEC	KCSE	Diplome / Exam D'Etat	CHL / EM	Baccalaureate	AHSD
10							A	7							
9							B	6							
8							C	5							
7	7 (80-100%)	A		1		A	D	4	7		A				A
6	6 (70-79%)	B	A	2		B	E	3	6		B				B
5	5 (60-69%)	C	B	3	A	C		2	5	A	C	80-100%	16-20	16-20	C
4	4 (50-59%)	D	C	4	B	D		1	4	B	D	70-79%	14-15	14-15	D
3	3 (40-49%)	E	D		C	E			3	C	E	50-69%	10-13	10-13	E
2	2 (30-39%)	F	E		D/E				2	D/E	F	30-49%	8-9	8-9	
1	1 (0-29%)	G	F		F/G				1	F/G	G	0-29%	0-7	0-7	

**ABBREVIATIONS**

A Level	Advanced Level
AHSD	American High School Diploma
AS Levels	Advanced Subsidiary Level
Baccalaureat	Gabonese School Leaving
CHL/EM	Certificado de Habilitacoes Literarias (Moz)/Ensino Medio (Ang)
Diplome/Exam D'Etat	Diplome d'Etat or d'Etudes Secondaire du Cycle
HIGCSE	Higher International General Certificate of Secondary Education
IB (HL)	International Baccalaureate Schools (Higher Levels)
IB (SL)	International Baccalaureate Schools (Standard Levels)
IEB	Independent Examination Board
IGCSE	International General Certificate of Secondary Education
KCSE	Kenya Certificate of Secondary Education
NSC	National Senior Certificate (completed Grade 12 in and after 2008)
NSSC (HL)	Namibia Senior Secondary Certificate (Higher Level)
NSSC (OL)	Namibia Senior Secondary Certificate (Ordinary Level)
SACAI	South African Comprehensive Assessment Institute
SC (HG)	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC (SG)	Senior Certificate Standard Grade (completed Grade 12 before 2008)
WAEC	West Examination Council

## APPENDIX 2

### Application statuses used by the University of Johannesburg:

Application statuses used in UJ			
Status Category	Status Code	Status Description	Explanation of the code
<b>UNDERGRADUATE FORMAL PROGRAMME STATUSES</b>			
Admitted	AA	ADMITTED	Allocated to an applicant who meets all the programme admission requirements according to the UJ ranking system, based on final Grade 12 or equivalent results and space availability.
	AO	ORANGE CARPET PLATINUM ADMITTED	Allocated to an applicant who meets all the programme admission requirements according to the UJ ranking system with an APS between 40-42, based on final Grade 12 or equivalent results and space availability.
	AY	ORANGE CARPET ADMITTED	Allocated to an applicant who meets all the programme admission requirements according to the UJ ranking system with an APS between 37-39, based on final Grade 12 or equivalent results and space availability.
Pending selection	PS	PENDING FINAL SELECTION	Allocated to an applicant meeting the programme specific requirements, but not the Platinum Orange Carpet or Orange Carpet criteria, with either their final Grade 11 (for applicants currently in Grade 12) or their final Grade 12 or equivalent results. Final selection is done when the final results are received from the Department of Basic Education. This status is allocated to specific qualifications where additional selection criteria do not apply.
	VO	ORANGE CARPET PLATINUM PENDING FINAL SELECTION	Allocated to applicants currently in Grade 12 meeting Orange Carpet Platinum criteria (APS 40-42) on grounds of final Grade 11 or equivalent results.
	VY	ORANGE CARPET PENDING FINAL SELECTION	Allocated to applicants currently in Grade 12 meeting Orange Carpet criteria (APS 37-39) on grounds of final Grade 11 or equivalent results.
	SF	SA INTL QUAL PENDING FINAL SELECTION	Allocated to South African applicants with foreign qualifications meeting programme specific requirements in the pre-final year. Final selection is done when the final results are received.
	SO	PENDING – OTHER SCHOOL RESULTS	All other matric types such as Vocational, GED, ACE School of tomorrow applicants – must submit NBT and PsyCaD assessment.
Declined	1N	SEC NOT ADMITTED	Allocated to applicants who completed Grade 12 or equivalent results, not meeting minimum programme admission requirements.
	9N	DECLINED – NON-COMPLIANCE	Allocated when outstanding documents could not be sourced successfully.
	N7	FAILED ENTRANCE EXAM	Allocated to applicants who failed an entrance exam.

<b>Application statuses used in UJ</b>			
<b>Status Category</b>	<b>Status Code</b>	<b>Status Description</b>	<b>Explanation of the code</b>
	NN	RECONSIDER AFTER FINAL GR. 12	Allocated to applicants currently in Grade 12 not meeting minimum programme admission requirements. These applicants will be reconsidered after the final Grade 12 results are released.
Pending	PX	WAITING LIST	Allocated during final selection to applicants meeting the admission requirements but are below the total APS threshold of admitted applicants, based on the ranking of final Grade 12 results and available spaces. The total APS threshold may drop lower as registration progresses, and more admission offers are made to applicants placed on the waiting list according to total APS ranking.
	RO	OUTST. ACADEMIC TRANSCRIPT	Allocated to applicants applying from other higher education institutions to transfer to UJ where no academic record was submitted.
	U2	UPGRADING GRADE 12	Allocated to applicants who completed Grade 12 and is busy upgrading their Grade 12 results.
	RM	REVIEW MANUALLY	Allocated to applicants where the automated selection process cannot process the application. The application will then be reviewed manually.
	RS	REFER TO SEC SELECTOR	Allocated to applicants where selectors from the Student Enrolment Centre (SEC) need to review the application before either finalising it or referring it to the Faculty for further input.
	1D	SEC OUTSTANDING DOCUMENTS	Allocated to applicants where certain required documents were not submitted, requesting the outstanding documents.
	RD	REFER TO DEPARTMENT	Allocated to applicants where an Academic Department needs to make the decision.
	YY	APPLICATION UNDER REVIEW	Used for both UG/NSP. Applicant might have submitted documents upon application, which had not been processed yet. This code is a place holder to give biographic staff the opportunity to process submitted documents. The automated system will relook all applicants on this code after 10 days and allocate 1D (docs outstanding), RS (Refer to selector) or NN (reconsider after final Grade 12 results are in).
Transfer	AT	ADMITTED TRANSFER/ENTERING	Allocated to applicants meeting all programme admission requirements with final Grade 12 results as well as the results of previous studies based on UJ ranking and available spaces.
	XC	TRANSFER PENDING FINAL SELECTION	Allocated to applicants transferring from other higher education institutions meeting all programme admission requirements with final Grade 12 results as well as meeting the requirements of previous studies. To be ranked and admitted based on space availability.

<b>Application statuses used in UJ</b>			
<b>Status Category</b>	<b>Status Code</b>	<b>Status Description</b>	<b>Explanation of the code</b>
	TX	WAITLIST TRANSFER/ENTERING	Allocated to applicants meeting all programme admission requirements with final Grade 12 results as well as previous studies selection criteria, not meeting the threshold of admitted applicants due to space availability.
	PR	PENDING RESULTS TRANSFER/ENTER	Allocated to applicants who meet the programme admission requirements based on Grade 12 results but submitted an incomplete academic record because the applicant might still be busy with the studies and a final decision cannot be made. UJ waiting for final results to be submitted to be able to make a final selection.
	NT	DECLINED TRANSFER/ENTERING	Allocated to transferring or entering applicants not meeting Grade 12 entrance requirements or who have been declined due to poor performance at the previous higher education institution.
<b>INTERNATIONAL UNDERGRADUATE STATUSES</b>			
Admitted	2A	INTERNATIONAL ADMITTED	Allocated to international applicants meeting programme admission requirements.
	5A	STUDY ABROAD ADMITTED	Allocated to study abroad applicants meeting programme admission requirements.
	2Y	INTL ORANGE CARPET PLATINUM ADMITTED	Allocated to an international applicant who meets all the programme admission requirements with an APS between 40-42 based on final Grade 12 or equivalent results.
	2O	INTERNATIONAL ORANGE CARPET ADMITTED	Allocated to an international applicant who meets all the qualification admission requirements, with an APS between 37-39 based on final Grade 12 or equivalent results.
Provisional	2V	INTL. PROVISIONAL ADMITTED	Allocated to an international applicant meeting the programme requirements, but not the Orange Carpet Platinum or Orange Carpet criteria, with either their final Grade 11 or equivalent results. This status is allocated to specific qualifications where additional selection criteria do not apply.
Declined	2F	INTL. DECLINED – NON- COMPLIANCE	Allocated when outstanding documents could not be sourced successfully.
	2N	INTERNATIONAL DECLINED	Allocated to international applicants not meeting minimum programme admission requirements with their final school-leaving results.
Deferred	2D	INTL. DOCS OUTSTANDING	Allocated to international applicants where specific documents applicable to international applicants are outstanding.
Transfers	2K	INTL TRANSFER ADMITTED	Allocated to international transfer applicants meeting all programme admission requirements with final school-leaving results and previous studies results.

<b>Application statuses used in UJ</b>			
<b>Status Category</b>	<b>Status Code</b>	<b>Status Description</b>	<b>Explanation of the code</b>
	2T	INTL TRANSFER PROVISIONAL	Allocated to international transfer applicants meeting all programme admission requirements with final school-leaving results but awaiting final academic record of the other higher education institution for final selection.
<b>POSTGRADUATE STATUSES</b>			
Advanced Diplomas	BA	ADV. DIP ADMITTED	Allocated to applicants who applied for Advanced Diplomas.
	BN	ADV. DIP DECLINED	
	BV	ADV. DIP CONDITIONAL SELECTED	
	BX	ADV. DIP PENDING FINAL SELECTION	
Honours/PGDip	HA	HONS/PG DIP ADMITTED	Allocated to applicants who applied for Honours and Postgraduate Diplomas.
	HN	HONS/PG DIP DECLINED	
	HV	HONS/PG DIP CONDITIONAL	
	HX	HONS/PG DIP PENDING FINAL SELECTION	
Master's	MA	MASTER'S ADMITTED	Allocated to applicants who applied for Master's programmes.
	MN	MASTER'S DECLINED	
	MV	MASTER'S CONDITIONALLY SELECTED	
	MX	MASTER'S PENDING FINAL SELECTION	
	MP	PENDING PROPOSAL ACCEPTANCE	
	MR	MASTER'S PRE- REGISTRATION ADMITTED	
Doctorate	DA	DOCTORATE ADMITTED	Allocated to applicants who applied for PhD.
	DN	DOCTORATE DECLINED	
	DV	DOCTORATE CONDITIONALLY SELECTED	
	DX	DOCTORATE PENDING FINAL SELECTION	
	DP	PENDING PROPOSAL ACCEPTANCE	
	DR	DOCTORAL PRE- REGISTRATION ADMITTED	
Pre-Registration	RR	REFERRED FOR PRE- REGISTRATION	Allocated when an applicant is recommended for a period of pre-registration to work on research topic.
Declined	8N	PG DECLINED NON- COMPLIANCE	Allocated when outstanding documents could not be sourced successfully.

<b>Application statuses used in UJ</b>			
<b>Status Category</b>	<b>Status Code</b>	<b>Status Description</b>	<b>Explanation of the code</b>
	8E	PG FAILED ENTRANCE EXAM	Allocated to a postgraduate applicant who failed an entrance exam.
Deferred/Pending	8D	POSTGRAD – OUTSTANDING DOCS	Allocated to a postgraduate applicant who did not submit an Academic Record, requesting the outstanding document.
	SR	SRF DOCUMENT OUTSTANDING	Allocated to a Research Master's or PhD applicant who did not submit the Summary of Research Focus (SRF) document, requesting the specific document.
	PR	PENDING RESULTS TRANSFER/ENTER	Allocated to a postgraduate applicant where the academic record is incomplete and a final selection cannot be made. UJ requesting final results.
	8R	POSTGRADUATE REFERRED TO DEPT	Allocated to postgraduate applications where the selection must be done by the Department.
<b>INTERNATIONAL POSTGRADUATE STATUSES</b>			
Admitted	IA	INTERNATIONAL PG ADMITTED	Allocated to postgraduate international applicants.
Conditional	IV	INTERNATIONAL PG PROVISIONAL	
Declined	IN	INTERNATIONAL PG DECLINED	
<b>NON-SUBSIDISED PROGRAMMES (NSP)/SHORT LEARNING PROGRAMMES (SLP) STATUSES</b>			
Admitted	EA	NON-SUBSIDISED PROGRAMMES ADMITTED	Allocated to applicants applying for Higher Certificate, Advanced Certificates, Short Learning Programmes, Online Programmes and any Non-Subsidised programmes.
Conditional	EV	NON-SUBSIDISED PROGRAMMES CONDITIONAL	
Provisional	EX	NSP PENDING FINAL SELECTION	
Declined	EN	NON-SUBSIDISED PRG DECLINED	
<b>RECOGNITION OF PRIOR LEARNING (RPL) STATUSES</b>			
Admitted	RA	RPL ADMITTED	Allocated to a successful RPL application.
Deferred	RI	RPL REFERRED TO DEPARTMENT	Allocated to an applicant where the Department has to review the RPL application.
Declined	RN	RPL DECLINED	Allocated to applicants where the RPL application was unsuccessful.
<b>STATUSES USED ACROSS DIFFERENT QUALIFICATION TYPES</b>			
Admitted	A	ADMITTED	Allocated by Faculties for specific programmes with additional admission requirements.
	G	SENIORS ADMITTED	Allocated to qualifying returning students.
Conditional	V	CONDITIONALLY ADMITTED	Allocated to applicants meeting the programme admission requirements for specific programmes where additional entrance criteria might apply, e.g. clinical placements, etc.

<b>Application statuses used in UJ</b>			
<b>Status Category</b>	<b>Status Code</b>	<b>Status Description</b>	<b>Explanation of the code</b>
	1V	CONDITIONALLY ADMITTED	Allocated to applicants meeting programme admission requirements, but there are also other faculty specific requirements.
Provisional	X	PENDING FINAL SELECTION	Allocated by Faculties for specific programmes with specific programme requirements.
Declined	E	LATE APPLICATIONS	Allocated to an applicant where the application was received after the closing date.
	N	NO ADMISSION	Allocated by Faculties for specific programmes with additional programme requirements.
	L	QUALIFICATION TARGET REACHED	Owing to the number of applicants meeting the minimum admission requirements and the limited spaces available, the status of an admitted applicant might change to "Qualification Target Reached" when the allocated number of spaces for a specific programme has registered to capacity according to the UJ enrolment plan.
Deferred	DO	DOCUMENTS OUTSTANDING	Allocated by a Faculty to use for outstanding documents that are preventing final selection, requesting these documents.
	RD	REFERRED TO DEPARTMENT	Allocated to applicants where the application is referred to an Academic Department for final decision.
	RF	REFERRED TO FACULTY	Allocated to applicants where the application is referred to the Faculty/College for a decision.
	I	INTERVIEW	Allocated to applicants meeting programme admission requirements but an interview is also required.
	7	SUBJECT TO SELECTION PROCESS	Allocated to applicants where there is an additional selection process except meeting the programme admission requirements.
	PN	PREVIOUS STUDIES NOT DECLARED	Allocated to applicants who studied at another higher education institution for more than 6 months on a NQF Level 6 or higher. The applicant was identified as a student with previous studies by DHET, but the applicant did not declare previous studies when applying at UJ.
	Other	C	CANCELLED
FD		SUSPECTED FRAUDULENT DOCUMENTS	Allocated when it is suspected that fraudulent documents were submitted.
<b>REGISTRATION STATUSES</b>			
Registration	GC	REGISTRATION CLOSED	Allocated to senior applicants who had been admitted (G status) but did not register in time.
	OR	REGISTERED FOR OTHER CHOICE	This status is automatically allocated to the programme not registered for in the case where an applicant was admitted for more than one programme as soon as an applicant registers for one of their study choices.
<b>ONLINE PROGRAMME STATUSES</b>			
Admitted	J1	ONLINE ADMITTED INTAKE 1	Allocated to applicants for online programmes.

<b>Application statuses used in UJ</b>			
<b>Status Category</b>	<b>Status Code</b>	<b>Status Description</b>	<b>Explanation of the code</b>
	J2	ONLINE ADMITTED INTAKE 2	
	J3	ONLINE ADMITTED INTAKE 3	
	J4	ONLINE ADMITTED INTAKE 4	
	J5	ONLINE ADMITTED INTAKE 5	
	J6	ONLINE ADMITTED INTAKE 6	
	JA	ONLINE ADMITTED PG	
	WA	ONLINE ADMITTED UG	
Conditional	JV	ONLINE PROGRAMME CONDITIONAL	Conditional status allocated to applicants who applied for online programmes.
	WV	UG ONLINE RPL CONDITIONAL	
Declined	JN	ONLINE DECLINED PG	Allocated to applicants who applied for online qualifications, but did not meet the admission requirements.
	WN	ONLINE DECLINED UG	
Deferred	JD	ONLINE REFERRED TO DEPT.	Allocated to applicants who applied for online programmes and must be processed by the Faculty or Department.
	JF	ONLINE REFERRED TO FACULTY	
	WD	ONLINE RPL UG REFER TO DEPT	
	WF	ONLINE REF TO FAC/COL UG	
	WI	ONLINE REF TO INTL.	
Other	JO	ONLINE PRG DOCS OUTSTANDING	Allocated to applicants who applied for an online programme, but certain required documents are outstanding, requesting the documents.

UJ reserves the right to amend, add or change any codes during the period until the next revision of the Policy.

Senate approved: 15 November 2018

Senate changes approved: 14 November 2019

Senate changes approved: 16 November 2022

Council changes approved: 25 September 2025