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Author	Position	Signature	Date
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Approved by	Position	Signature	Date
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All Change requests should be submitted to WCCN

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY
2021/12/21	Rebranding	Dr T M Bock
28 July 2022	Added 7.4	Dr TM Bock and Dr A Truter
14 September 2022	Added 7.3.1	Dr TM Bock and Dr A Truter
22 May 2023	Added 7.4	Dr Truter and Dr Bock

SENATE PREAMBLE

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

1. **Relevant Legislation and/or policy, Codes of practice, Professional Authorities:**
- Higher Education Act (Act No 101 of 1997)
- Education and Training (SADC 1997)
- National Plan for Higher Education, (2001)
- Minimum admission requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes
requiring a National Senior Certificate (Government Gazette Vol. 1114, No 32743
- South African Nursing Council (SANC): Guideline for Registration of Foreign nurses in orders to pursuestudies of Basic Nursing Qualifications.
- The Higher Education Qualifications Framework. (October 2007)
- National Senior Certificate – A qualification at NQF level 4 on the National Qualifications Framework, Government Gazette Vol. 481, No 27819 of July 2005
- Requirements for a student study VISA

2. **Relevant Institutional policies/ Documents/manuals/ Handbooks:**
- The Mission, Vision and Strategic Plan of the Western Cape College of Nursing
- Student Enrolment Plan (WCCN with Multi Campus))
- Approved WCCN Minimum Admission requirements per Programme
- The Academic Planning Framework of the Western Cape College of Nursing
- Policy on International Students at Western Cape College of Nursing
- Recognition of Prior Learning (RPL) Policy
- The WCCN Disability Policy

3. **POLICY STATEMENT**
- The widening of access to higher education has remained a focus of the Department of Higher Education and Training (DHET) policy documents. The Higher Education Act requires that 'the admission policy of a public higher education institution must provide for the redress of past inequalities. One of the strategic objectives identified in the National Plan for Higher Education (NPHE) is 'to promote equity of access and outcomes and to redress past inequalities through ensuring that student and staff profiles reflect the demographic composition of South African society'. The NPHE also emphasises the need to ensure that representativity in enrolment leads to representativity in the graduate output. The widening of access will therefore only contribute meaningfully to redress if it is linked to success.
- The widening of access involves the development of realistic entry requirements and transparent and fair selection and placement mechanisms. It further involves intensive curriculum and staff development to ensure that the curricula are responsive to the learning needs of a diverse student intake and that they enhance retention and success rates.
- Both the WCCN Strategic Plan and The Academic Planning Framework speak to the issue of widening access. This policy is thus designed to provide general principles for the admission of undergraduate students and at the same time to indicate the importance of integrating the principles of admission with those of recruitment and access.
- The Western Cape College of Nursing is committed to the principle that regular admission of students will be granted to those who meet both the minimum entrance requirements aswell as the additional requirements prescribed by WCCN for entry to a specific programme. As part of this regular admissionprocess the institution may use standardised tests to gather information about prospective students and to assist with placement. In addition to the regular admission channel the Western Cape College of Nursing will explore and apply alternative admission processes to grant access to students who demonstrate the capacity to learn and to benefit from higher education studies. Admission through the alternative channel would typically be through the recognition of prior learning but might also include other mechanisms approved by Senate. The primary motive for alternative admission is to broaden access to the institution.
- This policy is intended for all staff members in the Admissions Department, as well as all administrative and academic staff at Campuses who are responsible for the admission and registration of students. It provides principles and guidelines for dealing with applications

and admitting students to the different programmes. It is also intended as a reference document for students and staff who are involved in the admission and registration processes.

- This policy is primarily intended to articulate the principles underlying the management of admissionsat the Western Cape College of Nursing.
- It indicates the mechanisms which the institution should have in place for enrolment planning, selection, and placement of students. In addition, the Admission of Undergraduate Students policy indicates the supporting structures and services that Western Cape College of Nursing should establish to recruit students, process applications, and to admit, select and place students on particular programmes.

4. SCOPE
- This policy applies to the first admission of all full-time and part-time students to all formal undergraduate programmes of the Western Cape College of Nursing.
- It is designed to establish principles to promote the widening of access to the Western Cape College of Nursing.
- The policy applies to admissions through regular or alternative processes.
- The policy is not designed to engage with issues of re-admissions, admissions to postgraduate qualifications or admissions to non-formal courses.
- This policy stipulates that all admissions (including alternative admissions) must comply with principles of good admission practice such as, fairness, reliability, validity, sufficiency, currency and transparency.

5. OBJECTIVE(S)
- To ensure academic and professional standards in the design, approval, implementation and review ofadmission and registration strategies for the institution.
- To ensure uniform principles and practices for access and admission to the Western Cape College of Nursing.
- To promote accountability
- To align admission and access principles and practices with national legislation and requirements.

6. DEFINITIONS AND ACRONYMS
- **Admission** is the process whereby applicants who meet the requirements in terms of this policy are registered for a programme of study at the Western Cape College of Nursing.
- **Admission requirements** for a particular programme are those requirements additional to the statutory minimum requirements necessary for admission to a programme.
- **Application** is the formal process of making application for admission to one or more programmes of the Western Cape College of Nursing.
- **Minimum admission requirements** are the minimum levels of achievement required for access to degree, diploma or certificate programmes as prescribed by the Act.
- **Placement Testing** refers to a test or tests given to a prospective student to determine specific knowledge or proficiency in various subjects for the purpose of assignment to appropriate courses or classes.
- **Recruitment** is the process whereby employees of the Western Cape College of Nursing embark on efforts to attract prospective students.
- **Registration** is the process where applicants who have been offered a place at the Western Cape College of Nursing go through the formal procedure of enrolling for a particular programme.

7. POLICY PRINCIPLES/ PROCEDURE

7.1 Underlying Principles

7.1.1 Each Campus and learning programme should be able to demonstrate the setting and maintenance of academic and professional standards regarding the design, approval, implementation, and review of admission procedures for the programmes concerned.

7.1.2. All processes must conform to the requirements of national legislation and regulations for admission to higher education.

7.1.3 Each programme is required to put in place a set of admission requirements for the academic programme. These requirements must be approved by Senate and Council before publication.

7.1.4 Any changes to the admission requirements must be approved by senate before being applied or published.

7.1.5 Where applicable, additional admission requirements of CHE, SANC and DOH must be incorporated into the admission requirements and published together with these.

7.1.6 Where appropriate and justifiable, academic programmes may set additional admission requirements such as portfolios, aptitude tests, practical tests, personal interviews, and medical and physical tests.

7.1.7 Notwithstanding the above, all admissions policy and practice must be transparent and fair.

7.1.8 The College has the sole right to make the decision to admit an applicant to a particular programme. Where space permits, the College will not accommodate applicants who arrive at the beginning of an academic year or semester without having made previous application the position of the College is to discourage such late applications.

7.1.9 The College affirms its commitment to the principle of broadening access while at the same time enhancing success through support and development of students.

7.2 Enrolment Planning

7.2.1 The WCCN commits itself to conducting an annual enrolment planning exercise as part of academic planning with the aim of producing an enrolment plan. This enrolment plan must be aligned with the principles articulated in this policy as well as with the strategic plan and academic planning framework Provincial department of Health.

7.3 Admission of Undergraduate Students

Undergraduate students are deemed to be candidates registering for the Higher certificate in Nursing, Diploma in Nursing and the Bachelor's degree in nursing. Undergraduate students can be persons with aformer qualification registered with the SANC or a candidate with a relevant Matric/Senior Certificate only. These admissions are governed in terms of HEC, SANC and NQF criteria.

7.3.1 Admission of Advanced Diploma in Midwifery students

To be admitted to the Advanced Diploma in Midwifery, a person must have proof of currentregistration as a General Nurse at NQF level 6.

Diploma (Bridging) in Nursing (General or Psychiatric Nursing).

In addition, students are required to register with the South African Nursing Council (SANC) as students for the duration of the study period. Students must maintain their registration as Registered Nurses as well as registration as student midwifes. The information can be obtained from the WesternCape College of Nursing website https://healthsciencecolleges.co.za/.

Learning Assumed to be in Place:

Assumed learning listed below is recommended but not compulsory for admission:

- General Nursing
- Bio natural sciences
- Psycho-social sciences
- Legal, Ethical and Professional practice
- Pharmacology
- Computer Literacy at NQF Level

7.4 Admission of Postgraduate Diploma (PGD) students

Post Graduate students are deemed to be a Registered Professional Nurse with SANC. Admission criteria for these prospective students can include:

- Relevant 4-year Bachelor's degree (NQF level 8, R174) or
- Relevant legacy Bachelor's degree (NQF level 7, R425) of 22 February 1985 as amended or
- A Diploma in Nursing: General Nurse (R.171) with Advanced Diploma in Midwifery (R.1497)(NQF level 7) or
- 2-year Diploma (Bridging course) leading to registration as General or Psychiatric Nurse offered under
- Regulation 683 of 14 April 1989 as amended, followed by 1-year Diploma in Midwifery offeredunder
- Regulation 254 of 14 February 1975 as amended or
- 4-year Diploma in Nursing and Midwifery offered under Regulation 425 of 22 February 1985as amended.
- Minimum of two (2) years' experiences, inclusive of a year of community service, as a Professional Nurse or General Nurse and Midwife, according to SANC regulation R 635 4(3).

Learning assumed to be in place for entry into these programmes also includes:
- Proven proficiency in written and spoken English
- Computer Literacy
- Bio natural sciences
- Psycho-social sciences
- Legal, ethical and professional practice
- Biotechnology
- Competency in BLS

7.5 Recruitment Planning

The planning of student recruitment activities of the institution must be in accordance with this policy as well as the strategic plan and academic planning framework of WCCN.

7.6 Regular Admissions

7.6.1 As part of the regular admission process the WCCN will adhere to the requirements of national policy on the minimum admission requirements for Higher Certificate, Diploma, Bachelor's degree and Postgraduate Diploma Programmes.

7.6.2 WCCN asserts its right to impose further requirements additional to the prescribed minimum for admission to its programmes.

7.6.3 WCCN reserves the right to employ standardised tests as part of the regular admissions processes at the institutional programme levels.

7.6.4 Where candidates meet the minimum requirements for admission to a programme the results of suchtests are not used to exclude applicants but to offer appropriate advice.

7.7 International student admissions

The admission of international students must be governed by the Policy for International Students at WCCN. Strategies for the enrolment of international students should be in alignment with WCCN Enrolment Plan.

7.8 Admission of Persons with Disability

The admission of disabled applicants is governed by the institutional Disability Policy.

7.9 Alternative Admissions

7.9.1 Align with SANC and DHET requirements. Make use of Recognition of Prior Learning (RPL). Make use of the Articulation for admission principal. RPL process may be used to evaluate competence in cases where applicants are not in possession of a matriculation certificate or a National Senior Certificate (NSC) or an NSC without the appropriate level of endorsement.

8. Registrations

Only registered students may use the facilities of WCCN. No person will be registered as a student unless he/she has already been admitted as a student to a specific programme.

8.1.1 A student who registers at WCCN for the first time must submit satisfactory proof of his/her identity as well as proof that he/she complies with the prescribed admission requirements at registration.

8.1.2 A student must register annually during the set registration periods by paying the prescribed registration fees as stated in the Academic Rules and Regulations Policy No 15, making the required partial payment of fees and by signing the official registration form, thereby binding him/herself to the rules of WCCN and undertaking to pay the prescribed fees on the due date(s). No person who is in arrears with the payment of any fees due to WCCN shall be registered as a student.

8.1.3 At registration student must provide WCCN with relevant postal and residential addresses as well as address for the receipt of College account. Students must inform the Student Administration Department of any change in such addresses without delay. Official correspondence sent to a postal address thus provided by the student will be deemed as having been received by him/her.

8.1.4 An undergraduate student is provisionally registered until he/she submits the required certified copy of National Senior Certificate, Matriculation or Senior Certificate.

8.1.5 Only registered students may attend lectures, write tests or assessments and submit assignments in any given subject. Students who attend classes without having officially registered will not obtain any credits for subjects passed even where a student has paid the prescribed fees.

9.1 Late registration
9.1.1 WCCN will not accept any late registrations.

9.2 Compliance with programme requirements
9.2.1 A student is personally responsible to ensure that s/he is registered in accordance with the rules ofthe qualification, curriculum and module concerned as determined in the faculty rules in respect of that qualification, curriculum or module.

9.3.2 WCCN reserves the right to cancel any erroneous registration and may revoke any qualification erroneously conferred upon a student.

9.3 Concurrent registration
9.3.1 A student shall not register concurrently for more than one programme at WCCN without thepermission of Senate.

9.3.2 A student shall not register for a programme or subject at another higher education institutionwithout the permission of the relevant Head of College on the recommendation of the Head of Department.

9.4 Limitation of registration
9.4.1 All students registered at WCCN shall be deemed to have registered for one calendar year, semesteror such shorter period as specified by the College Council, in consultation with Senate.

9.4.2 A student's registration shall lapse after the presentation and assessment of the subject for which s/he was registered has been concluded.

9.5 Timetable clashes
Student may not register for modules with a clash on lecture, practical or assessment timetables, except with the permission of the relevant Head of College.

9.6 Prerequisites and co-requisites
Senate, on recommendation of the WCCN Council, may determine that students shall not be admitted to a particular subject unless they have obtained credit for another specified subject or register simultaneously for another specified subject.

9.7 Cancellation of registration

A student who wishes to cancel his/her registration must submit a written notice to the relevant Head of Department via the Head of Campus on the prescribed form and within the period determined by WCCN.

9.8 Promotion criteria

Promotion of student to a next or higher level is determined by Senate on the recommendation for the WCCN Academic governance team which have to provide specific criteria. Please refer to the WCCN Progression Rules Policy No 33.

9.9 International students

WCCN will only accept International students after a mandate is provided by the College Council. International students shall register at WCCN only if they are in possession of a valid study permit or study visa. All other registration rules apply to all international students.

9.10 Recognition, exemption and retention of credits
9.10.1 Recognition

A student may, on formal application and payment of prescribed fees to the WCCN Council, and with the approval of Senate be:

9.10.1.1 granted credits for any subject(s) passed at WCCN, but in another programme, whether complete or incomplete, with the view of study for a College programme.

9.10.1.2 granted credits for any subject(s) obtained at another accredited institution for the purpose of obtaining a qualification if the required outcomes are sufficiently similar to those required for the subject in question and enjoys the support of Senate and Council.

9.10.1.3 granted exemption from registration for a subject(s) for which the students have received credit(s) in terms of the Recognition of Prior Learning Policy of WCCN.

9.11 Credits awarded

In all instances the total number of credits awarded should not exceed fifty presents (50%) of the total number of courses in a programme or qualification at WCCN.

9.11.1 Student shall be required to complete at least 50% of the exit level subjects at WCCN.

9.11.2 All credits accumulated in respect of incomplete qualifications shall only be valid for a maximum period of ten (10) years.

9.11.3 Applications for recognition of credits must be submitted to the Senate during the first year of study at WCCN. In the case where modules/subjects from another accredited institution are presented for recognition/exemption, the academic record of the student and the relevant year's syllabi (content) of the module(s) must accompany the application.

9.11.4 If a student wishes to graduate in a particular year, and has obtained credits from another institution, written application for recognition of credits, with the necessary documentation, must reach the relevant student Matter/College SANC office before 31 January of that year.

9.11.5 If a student does not submit the application for credits/recognition within the required time, as indicated in 6.13.3 and 6.13.4 above, the opportunity for recognition of credits shall lapse.

9.12 Promotion criteria

Promotion of student to a next or higher level is determined by Senate on the recommendation of Department's HOD's, for which purpose Department's the HOD's have to provide specific criteria. No student shall promote to a next level of study without having met all the theoretical and WIL outcomes of the previous level of study, unless senate has approved such a recommendation.

9.13 International students

International students shall register at WCCN only if they are in possession of a valid study permit or study visa. All other registration rules apply to all international students. See section 9.9 pertaining to when international students will commence.

9.14 Recognition, exemption and retention of credits Recognition

A student may, on formal application to the relevant HOD, and with the approval of Senate be:

9.14.1 granted credits for any subject(s) passed at WCCN, but in another programme, whether complete or incomplete, with the view of study for a College programme.

9.14.2 granted credits for any subject(s) obtained at another accredited institution for the purpose of obtaining a qualification if the required outcomes are sufficiently similar to those required for the subject in question.

9.14.3 granted exemption from registration for a subject(s) for which the students have received credit(s) in terms of the Recognition of Prior Learning Policy of WCCN.

ANNEXURES

Annexure 1: Admissions requirements summary per Programme

Annexure 2: Admissions Requirements Guidelines for Undergraduate Programmes

Annexure 3: Selection and Admissions Process (WCCN Multi Campus)

Annexure 4: Conversion Table for APS-Summary

Annexure 5: List of Countries Matric Equivalent

Annexure 6: Guidelines: Foreign Prospective students

Annexure 7: Example of Letter to Prospective student