



DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC

Registration number: 2002/031756/08

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

Registration Certificate No. 1999/HE08/001

430 Farenden Street
SUNNYSIDE
0002

Tel.: (012) 344-3960/1/2
Fax: (012) 344-5480
Email: info@apa.ac.za
www.apa.ac.za

PO Box 11488
HATFIELD
0028

INSTITUTIONAL POLICY ON ADMISSION AND SELECTION

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	6 Jan 2018
Review date	2022

1. INTRODUCTION

The basic principles underlying our admissions policy are that we will be flexible on access and admission to our institution, but also keep in par with the basic principles set out in the statute of Die Afrikaanse Protestantse Akademie and the admission requirements set out in the Higher Education Act of 1997. This admissions policy is in par with the values of the Constitution of South Africa.

Fundamentally a part of this objective is the aim to give quality private higher education and to play a major part in the academic development of each student. The aims and objectives of each course is described in the prospectus. One of the key aspects of our admissions policy is our commitment to better success rates as well as better academically formed students, who can meet the requirements for the challenges of the professional workplace.

2. PRE-ADMISSION CRITERIA

Admission is not limited to South African students, but we aim to recruit at least the majority of our students from the South African demographic. We invite students to classify their race on application forms for statistical purposes as required by the Department of Education. We reserve the right to limit the number of international students in a given programme if the limits set by the Senate for each programme excludes qualifying South African citizens from admission.

3. CLOSING DATE

The closing date for applications is 31 January of each year. Late applications will be considered until 7 February but cannot be guaranteed admission.

4. SCORING RATINGS

As of 2009, undergraduate applicants who have completed their schooling in South Africa may hold either the National Senior Certificate (NSC), issued from 2008 onwards, or the Senior Certificate (SC – before 2008). The admission criteria reflected in this document will cover both certificates. For applicants holding a Senior Certificate, the minimum requirements for admission to degree study is a Senior Certificate with matriculation endorsement. For applicants holding a National Senior Certificate, it is meeting the minimum admission requirements for degree study as stipulated by the Department of Education. For applicants holding other forms of school-leaving qualifications, it is meeting the requirements for a certificate of matriculation exemption.

4.1 Scoring ratings achieved in the National Senior Certificate

The ratings achieved in all subjects, except for Life Orientation, will be awarded points. The APA recognises the value of Life Orientation as a subject, and the skills with which the subject will equip its students, but does not award points for the subject.

NSC RATING TABLE (AFTER 2008)

RATING	POINTS
Above 80%	7
70-79%	6
60-69%	5
50-59%	4
40-49%	3
30-39%	2
Below 30%	0

SC RATING TABLE (BEFORE 2008)

SYMBOL	POINTS (HIGHER GRADE)	POINTS (STANDARD GRADE)
A	10	8
B	9	7
C	8	6
D	7	5
E	6	4

5. REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE COURSES

BA-degree

A National Senior Certificate (NSC) with an **Admission Point Score of at least 24** (the sum of points achieved in best 6 NSC subjects, excluding Life Orientation) or a Senior Certificate (SC) with an **Admission Point Score of at least 12** (the sum of the best SC subjects according to the SC rating table, with at least 4 subjects passed on higher grade).

Minimum requirements for specific subjects:

1. Afrikaans: 4 (50-59%)
2. English: 4 (50 – 59%)
3. Mathematics or Mathematical Literacy: 3 (40 – 49%)

Or a valid certificate of conditional exemption from the South African Matriculation Board.

Matriculated prior to 2008

A. A South African Senior Certificate with exemption/endorsement.

Minimum requirements for specific subjects:

1. English
 - Higher Grade (or First Language): E
 - Standard Grade: D
2. Mathematics
 - Higher Grade: E
 - Standard Grade: D

Or a valid certificate of conditional exemption from the South African Matriculation Board.

PGCE (POST GRADUATE CERTIFICATE IN EDUCATION IN SENIOR PHASE AND FURTHER EDUCATION AND TRAINING - SP and FET).

Admissions policy for the PGCE is as follows:

1. The minimum admission requirement is an appropriate diploma or Bachelor's degree (except a BEd-degree), such as a BA, BSc, BCom, BSocSci, etc. with a credit value of 360/480. An appropriate diploma or degree should include a sufficient body of disciplinary knowledge in appropriate fields of study to enable the development of teaching specialisation phases or/and subjects as specified for each school phase.
2. During the attainment of the above-mentioned degree or diploma a student must have passed at the least two recognised school subjects – the subjects in which a student wants to teach at school.
3. One of the school subjects must have been passed on NQF level 7 (The subject for which the student will pick a subject didactic, to be able to teaching the subject for the FET phase of the

schools) and the other on NQF level 6 (The subject for which the student will pick a subject didactic, to be able to teaching the subject for the Senior phase of the schools).

4. In the case where a student wants to be educated in the subject didactics of a language for the FET phase, the language must be passed on a NQF level 7.
5. For specializing in Life Orientation – Life Orientation is an inter-disciplinary subject that draws on, and integrates knowledge, values, skills and processes embedded in various disciplines, such as Sociology, Philosophy, Psychology, Political Science, Human Movement Sciences, Labour Studies and Industrial Studies. It is required that the prospective student should take a combination of at least two of these fields in his/her undergraduate degree - for example Human Movement Sciences and Psychology. Psychology must be one of the fields. At least one of these fields should be taken to NQF Level 7.
6. The following subjects are recognised as subjects that can be connected to school subjects by which a student will be admitted to the programme:
Afrikaans, English, Human Movement Studies, Sociology, Psychology, Political Studies, Labour - and Industrial studies, Human rights, Ethics and Nutrition, Clothing & textile, Food & Nutrition, Industrial Psychology, Business Management, Business Economics, Business Administration, Economics, Physics, Chemistry, Geography Environmental & Geographical Science, Environmental -Science, History, Computer Science, Information Systems, Informatics, Engineer drawings or related subjects, Botany, Zoology, Physiology, Accounting, Mathematics, Statistics, Calculus, Mathematical Statistics, Applied Mathematics and Financial Mathematics.
7. Subjects already passed at other institutions – A student who has passed one or more appropriate subjects at another accredited university or private institution, may apply for enrolment on condition that the content of those subject must be put forward for consideration by the Registrar and his panel. Subjects will be acknowledged if they are in accordance with the institute's outcomes for the subjects.

Learning assumed to be in place:

- Students must have a detailed scientific knowledge, specific skills and applied competencies of the subject/s they specialized in during the accomplishment of their bachelor's degree.
- They must also be equipped to do research and write a scientific report.
- They must be computer literate in a word processing program, Spread Sheets and Presentation software.
- The students must be able to learn independently if they enrol for the qualification through distance learning with the minimum support.

Conditional exemption on grounds of mature age (23) (Std 10/Grade 12 students):

- A student, who complied with the following four conditions, may apply for conditional exemption:
- a. is at least 23 years old on the first of January of the year in which he registers for the BA degree; and
 - b. passed one subject on Higher Grade; and
 - c. passed at least four Grade 12 subjects on Higher Grade or Standard Grade with symbols A to E; and
 - d. Passed at least three subjects at one examination sitting.

Conditional exemption on grounds of mature age (persons of 45 and older):

A student of 45 years or older does not have to possess any school qualifications in order to apply for conditional exemption.

Complete exemption on grounds of a completed 3 or 4 year diploma

A student who is in possession of a 3 or 4 year diploma conferred by a Technicon, Teachers' College, University or a Nursing College affiliated to a SA university may apply for a complete

exemption, on condition that the student had a Senior Certificate before he/she commenced studies for the diploma.

Matriculated prior to 2008

A. A South African Senior Certificate with exemption/endorsement.

Minimum requirements for specific subjects:

1. English
 - a. Higher Grade (or First Language): E
 - b. Standard Grade: D
2. Mathematics
 - a. Higher Grade: E
 - b. Standard Grade: D

Or a valid certificate of conditional exemption from the South African Matriculation Board.

International students

1. Valid certificate of foreign conditional exemption from the South African Matriculation Board.

Conditional Acceptance may be considered in the following cases

1. The applicant has a Senior Certificate/Equivalent without exemption and additionally successfully completed the ICP Caregivers Qualification in 2005 – 2008 or the Basic Christian Counselling Course during 2009 or later, with an overall average of at least 55%.

- **Or** the applicant is 45 years of age or older.

Submit certified copies of the following documents with your application form:

- South African senior certificate/National Senior Certificate.
- Certified copy of your school report/statement of results.
- If applicable submit relevant documentation from the matriculation board regarding your exemption status.

The prerequisites for admission into the B Psych programme in the fourth year includes a BA degree with specialisation in Christian Psychology with a minimum average of 60% in the major subject (completed not more than 10 years ago).

A BA degree in Psychology from any university in South Africa completed not more than 10 years ago plus the completion of the Post-Graduate Bridging Course in Christian Psychology with a minimum average of 60% (from the ICP)

Selection for the 4th year of the B Psych programme takes place after a student has completed the 3rd year or have a approved BA degree (see above) or the Post-Graduate Bridging Course (advanced credit RPL). The selection procedure involves a face-to-face interview by a panel of psychologists after which a group of students will be selected.

6. POST GRADUATE COURSES

BTh - degree

To enter our BTh a student has to be in possession of a BA degree at a state university or other accredited tertiary institution, with the following compulsory subjects: Greek II and

Hebrew II. Should a student have a BA degree which did not include Greek and Hebrew, he has to complete Greek I and II as well as Hebrew I and II. When a student already passed Greek I and Hebrew I and he is at least 30 years of age, he may commence with BTh I and take up the Greek II and Hebrew II studies simultaneously, on condition that he has to pass Greek II and Hebrew II before entering BTh II.

PGCE

Admission requirements

Admissions policy for the PGCE is as follows:

- a. The minimum admission requirement is an appropriate diploma or Bachelor's degree (except a BEd-degree), such as a BA, BSc, BCom, BSocSci, etc. with a credit value of 360/480. An appropriate diploma or degree should include a sufficient body of disciplinary knowledge in appropriate fields of study to enable the development of teaching specialisation phases or/and subjects as specified for each school phase.
- b. During the attainment of the above-mentioned degree or diploma a student must have passed at the least two recognised school subjects – the subjects in which a student wants to teach at school.
- c. One of the school subjects must have been passed on NQF level 7 (The subject for which the student will pick a subject didactic, to be able to teaching the subject for the FET phase of the schools) and the other on NQF level 6 (The subject for which the student will pick a subject didactic, to be able to teaching the subject for the Senior phase of the schools).
- d. In the case where a student wants to be educated in the subject didactics of a language for the FET phase, the language must be passed on a NQF level 7.
- e. For specializing in Life Orientation – Life Orientation is an inter-disciplinary subject that draws on, and integrates knowledge, values, skills and processes embedded in various disciplines, such as Sociology, Philosophy, Psychology, Political Science, Human Movement Sciences, Labour Studies and Industrial Studies. It is required that the prospective student should take a combination of at least two of these fields in his/her undergraduate degree - for example Human Movement Sciences and Psychology. Psychology must be one of the fields. At least one of these fields should be taken to NQF Level 7.
- f. The following subjects are recognised as subjects that can be connected to school subjects by which a student will be admitted to the programme:
Afrikaans, English, Human Movement Studies, Sociology, Psychology, Political Studies, Labour -and Industrial studies, Human rights, Ethics and Nutrition, Clothing & textile, Food & Nutrition, Industrial Psychology, Business Management, Business Economics, Business Administration, Economics, Physics, Chemistry, Geography Environmental & Geographical Science, Environmental -Science, History, Computer Science, Information Systems, Informatics, Engineer drawings or related subjects, Botany, Zoology, Physiology, Accounting, Mathematics, Statistics, Calculus, Mathematical Statistics, Applied Mathematics and Financial Mathematics.
- g. Subjects already passed at other institutions – A student who has passed one or more appropriate subjects at another accredited university or private institution, may apply for enrolment on condition that the content of those subject must be put forward for consideration by the Registrar and his panel. Subjects will be acknowledged if they are in accordance with the institute's outcomes for the subjects.

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- They must also be equipped to do research and write a scientific report.
- They must be computer literate in a word processing program, Spread Sheets and Presentation software.
- The students must be able to learn independently if they enrol for the qualification through distance learning with the minimum support.

7. SENATE DISCRETION

The Senate has the right to consider admission on an ad-hoc basis to the following applicants:

- a. Disabled applicants, taking in consideration the institutional policy on support of disabled persons.
- b. Repeat applicants (provided they are still able to finish the course in the designated time frame).
- c. Mature age applicants (who may be admitted on the basis of Recognition of Prior Learning if they do not have matriculation exemption).

Applications in each of the above cases will be considered on merit.