This document was approved at Senate on 4 June 2021.
Blaai af vir die Afrikaanse weergawe van hierdie dokument.

FACULTY OF MEDICINE AND HEALTH SCIENCES

GUIDELINES FOR THE SELECTION OF B OF OCCUPATIONAL THERAPY STUDENTS 2021 for the 2022 intake

A. GENERAL INFORMATION

1. For admission to the four-year B of Occupational Therapy degree programme an applicant shall hold the National Senior Certificate (NSC), endorsed by Umalusi, or an equivalent qualification, with an aggregate of at least 50% (level 4) (excluding Life Orientation) and at least 40% (level 3) for Mathematics and at least 50% (level 4) for Life Sciences. Physical Sciences as a subject is strongly recommended.

2. Applicants completing an international curriculum may be subject to additional requirements. Detailed information on Matriculation Exemption is available on the www.sun.ac.za/international website.

   On account of the outstanding merit of most applicants, meeting the minimum admission requirements is by no means a guarantee for successful selection.

3. Since approximately 25-30% of the selected applicants do not accept the selection offer, more applicants are selected initially to eventually reach the goal of more or less **50 students in total**.

4. During the selection process, an effort is made to ensure that the gender profile of the group of selected applicants is an accurate reflection of the gender profile of applicants who satisfy the minimum admission requirements.

5. **One** place at the most is reserved for an applicant who meets the minimum admission requirements, and is admitted at the request of the Rector on account of extraordinary considerations (as determined by the Rector).

6. The annual revision of the number of students admitted to the programme depends on:
   - Training capacity in terms of human resources, infrastructure and the clinical training platform
   - Regional and national needs
   - Enrolment planning of the University

7. Only applicants who have indicated B of Occupational Therapy as one of the choices on their application before the relevant application closing date, will be considered for selection into the programme.

8. Preference will be given to South African citizens, applicants with proof of permanent residency status or those with proof of refugee status when applicants are considered for selection.

9. Candidates cannot defer their selection from one year to another. If an applicant is successful, but does not take up their selection offer, such an applicant will normally have to apply anew to be considered for selection in future

B. GUIDELINES FOR THE SELECTION OF BACHELOR OF OCCUPATIONAL THERAPY STUDENTS

Applicants are considered in one of the three different categories as set out below.

B1. Current learners (grade 12) and applicants who have completed school (p. 2 – 5);
B2. Registered students (p. 5 – 6);
B3. Applicants with tertiary qualifications and/or work experience (p. 7).

1. CURRENT LEARNERS (GRADE 12) AND APPLICANTS WHO HAVE COMPLETED SCHOOL

1.1 Selection of this group takes place at the first selection opportunity during the second semester of the preceding year.

1.2 Applicants who have matriculated longer than three years ago, cannot be considered within this category and it is recommended that they prepare themselves to be considered within category B2 or B3. Please note that selection within these categories can still not be guaranteed.

1.3 Applicants within this category (± **37** places) are selected on the basis of a **Selection Factor (SF)** comprising of **academic merit (academic performance at school)** and **non-academic merit (Situational Judgement Test).**

1.3.1 **Academic performance at school** constitutes **80%** of the selection factor.

1.3.1.1 In the case of Grade 12 learners, the average academic percentage obtained in the final Grade 11 year-end assessment is used (excluding Life Orientation).

1.3.1.1.1 If the impact of COVID-19 compromised your grade 11 assessment, you could submit your grade 12 mid-year assessment results in the space provided for grade 11 results.

1.3.1.1.2 Your school will have to confirm that learning and teaching could not take place and that a grade 11 assessment was not conducted. You will be required to upload the confirmation from the school that learning and teaching could not take place with your grade 12 mid-year assessment results when you submit your application.

1.3.1.2 In the case of applicants who have completed school, the average academic percentage obtained in the National Senior Certificate (NSC) examination or equivalent is used (excluding Life Orientation).

1.3.2 **The Situational Judgement Test (SJT)** constitutes **20%** of the selection factor.

1.3.2.1 Selection into the health professions needs to be based on both academic ability and non-cognitive attributes. SJTs are tests used to assess individuals' reactions to a number of hypothetical role-relevant scenarios, which reflect situations they are likely to encounter in their target role as health professions students. (Reference DOI: 10.3109/0142159X.2015.1072619)

1.3.3.2 The Situational Judgement Test (SJT) is an online assessment that students should take before 15 August. Information is gathered by means of a structured online assessment.

1.4 All applicants are then ranked according to their **Selection Factor**, which forms the basis for the selection of these students.

1.5 The **National Benchmark Test (NBT)** will only be used to determine the admission of applicants from the School of Tomorrow. The average percentage obtained in the tests will be used.

1.6 **The selection process takes place as follows:**

1.6.1 The 17 top-ranked applicants who are SA citizens or permanent residents or persons with refugee status are selected in priority sequence according to the **Selection Factor**, irrespective of country of origin, race or any other considerations.

1.6.2 Then all Black African, Coloured, Indian and Asian applicants are selected in priority sequence according to the **Selection Factor** until all 50 places have been filled.

1.6.3 Seven applicants (approximately 15% of the class) with a socioeconomic status (SES) factor of 6 or higher are selected on the basis of the Selection Factor.

1.6.3.1 Socio-economic disadvantage is assessed by calculating a SES factor which takes into account the following indicators: educational disadvantage (based on school quintiles and school fees), economic disadvantage (based on social or disability grants) and first-generation status (based on the educational level of the parents). The SES factor ranges from 10 (most disadvantaged) to 0 (least disadvantaged). The cut-off score for the SES factor can, however, be adjusted in accordance with the profile of the application pool.

1.6.4 Should two or more applicants with the same Selection Factor vie for one position, the applicant/s with a higher SES factor will be prioritized for selection.

1.6.5 If it is still not possible to distinguish between two or more applicants after considering the SES factor, such applicants may be requested to submit a motivational letter and will be interviewed by a selection panel to determine selection or not.

1.6.6 If the programme cannot be filled according to the process mentioned above (in 1.6.1 to 1.6.5), applicants who have not yet been selected will be considered according to

merit and with attention to the gender profile until all the available places have been filled.

1.6.7 Applicants who are conditionally selected for more than one programme must formally confirm their acceptance of one offer.

1.6.8 When all the available places have been filled, approximately **30** of the remaining applicants who meet the minimum admission requirements and any other requirement/s outlined in the Selection Guidelines, are placed on a waiting list according to the Selection Factor, and the demographic, SES and gender profile of the conditionally selected first-year intake group.

1.6.9 Cancellations are replaced from the waiting list in a further conditional selection round/s in the application year, based on the Selection Factor ranking while maintaining the demographic, SES and gender profile of the conditionally selected first-year intake, provided that places are available in the programme.

1.6.10 In January of the following year or as soon as the final National Senior Certificate marks (or equivalent) become available, the final Grade 12 average (excluding Life Orientation) is used to determine a new Selection Factor.

1.6.11 Final offers are made to conditionally selected applicants, based on the new Selection Factor using the final National Senior Certificate marks (or equivalent) and any other requirement/s outlined in the Selection Guidelines.

1.6.11.1 In this regard, all conditionally selected applicants who have accepted their conditional offer of selection, will receive a final selection offer to the programme if they meet the programme's minimum admission requirements and any other requirement/s outlined in the Selection Guidelines. Such applicants will be required to accept the final selection offer.

1.6.11.2 The selection offers of applicants who do not accept their final selection offer (by the determined date communicated in the final offer letter), will expire.

1.6.12 Applicants who have applied with their final National Senior Certificate marks (or equivalent) and who have received a conditional offer of selection, will receive a final selection offer to the programme in the application year. Such applicants will be required to accept the final selection offer.

1.6.13 A new waiting list, comprising of all unplaced applicants, will be constructed after the release of the final National Senior Certificate marks (or equivalent). The new waiting list is ranked according to the new Selection Factor.

1.6.13.1 Only applicants that have submitted a complete application to the programme in the application year, and meet the programme's minimum admission requirements and any other requirement/s outlined in the Selection Guidelines are eligible for the new waiting list and for reconsideration.

1.6.14 Programme vacancies are filled from the new waiting list, based on the Selection Factor ranking while maintaining the demographic, SES and gender profile of the first-year intake, provided that places are available in the programme.

1.6.15 Two weeks after the academic year commences and/or all programme places have been filled, the selection process will be concluded for the 2022 intake. All unplaced applicants will then be considered unsuccessful for the 2022 intake.

2. REGISTERED UNIVERSITY STUDENTS

2.1 Approximately **15%** of the places are filled from this group **AND** the category of applicants with tertiary qualifications and/or work experience (see B.3 below).

2.2 Places are reserved for **registered university students** who pursue relevant fields of study (preferably related to the natural or social sciences) with preference given to **SA citizens, permanent residents or refugees.**

2.3 The following groupings of registered students are collectively considered in this category:

- Undergraduate Bachelor's students (in a 3- or 4-year Bachelor's degree) (see 2.4 and 2.5 for exceptions)
- Honours students
- Final-year Master's students
- Doctoral students completing their doctoral studies in the year in which they have applied

No pre-determined number exists for any of the above-mentioned groupings.

2.4 Registered students who follow another programme in Health Sciences at the Stellenbosch University (SU) will not be considered for selection.

2.5 Registered students who follow another programme in Health Sciences at another university will not be considered for selection.

2.6 Applicants who do not meet the minimum requirements for Mathematics (See Section A.1) will not be considered for selection.

2.7 **Applications of registered students from other institutions** close on 31 July. The onus resides with the applicant to ensure that the results reach the Selections Office no later than 1 December of the year of application.

2.8 **Registered SU students'** applications close on 30 September and are considered in early December, after the final results have become available. **Students who do not make use of the first examination opportunity, cannot be considered.**

2.9 A student wanting a transfer from an Occupational Therapy programme at another university to the B of Occupational Therapy at this University will be considered by the Programme Committee. Such transfers will only be granted in highly exceptional cases.

2.10 **The selection process takes place as follows:**

This group is selected on the basis of academic merit, the demographic profile of the first-year intake and also a number of other considerations (see 2.11):

<u>Academic merit</u>

The average academic performance of registered students is determined by calculating the total weighted average performance over all the years of study together.

Students are ranked in order of priority on the basis of the weighted average of their academic performance over the duration of their degree programme(s). The **two** students with the highest average academic performance are selected first. Then all Black African, Coloured, Indian and Asian applicants who meet the academic criteria outlined in 2.11 will be selected until all of the places in this category have been filled.

2.11 The following **additional guidelines** also apply to this category of applicants:

2.11.1 Applications from current students who will complete their degree in the relevant year, or other students who pass all their subjects over the prescribed number of years, will be considered.

2.11.2 In the case of students who complete the degree in the year concerned, preference will be given to students who complete the degree in the prescribed time, and with a weighted average of at least 60% for the duration of the programme. In the case of other students, preference will be given to students who pass all their subjects with a weighted average of at least 60% over the specific number of years.

2.11.3 In the case of postgraduate students, undergraduate performance is also considered. Preference will be given to students who have completed previous degrees with a weighted average of at least 60%, who obtain at least 60% for the postgraduate qualification enrolled for at the time of application and who have included a **motivational letter** with their application.

2.12 Undergraduate students are ranked in order of priority based on the preceding considerations, and this serves as point of departure for the selection process. Special consideration may be given to Black African, Coloured, Indian and Asian students who meet the requirements as described in 2.11.1-2.11.2.

2.13 Postgraduate applicants within this category are ranked in order of priority on the basis of the preceding considerations in 2.11.3, after which a shortlist of meritorious applicants is compiled. A final selection is made after applicants on the shortlist have been further assessed by means of a personal interview. Invitation to an interview is by no means a guarantee that an applicant will be selected.

2.14 In the case of registered undergraduate students, qualifying applicants are placed on a waiting list according to academic merit when all the available places have been filled. Cancellations are filled from the waiting list according to merit, provided that places are available in the programme.

2.15 Students who are selected for B of Occupational Therapy I could be exempted from corresponding modules which they have passed according to the Faculty's Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) Guidelines, but all the modules from which they have not been exempted must be passed in order to be promoted to Occupational Therapy II in the following year.

3. APPLICANTS WITH TERTIARY QUALIFICATIONS AND/OR WORK EXPERIENCE

3.1. Approximately **15%** of the places are filled from this group **AND** the category of registered university students (see B.2 above).

3.2. Selection of this group of applicants takes place at the first selection opportunity during the second semester of the preceding year.

3.3. These places will be reserved for persons with tertiary qualifications and/or work experience, and who are not enrolled for a further qualification at the time of application, with preference given to SA citizens, permanent residents or refugees. Candidates who are registered for single modules at tertiary level for non-degree purposes at the time of application, may also be considered within this category.

3.4. Applicants who do not meet the minimum requirements for Mathematics (See Section A.1) will not be considered for selection.

3.5. Preference will be given to applicants who have already obtained a tertiary qualification (NQF level 7 and above) in the normal time with a weighted average of 60% or more, and who have included a motivational letter with the application.

3.6. These applicants are selected according to academic merit, the demographic profile of the first-year intake and also a number of other considerations (see 3.4 above). A shortlist of meritorious applicants is then compiled after the consideration of all applications within this category.

3.7. A final selection of applicants on the shortlist will be made after a personal interview.

3.8. Invitation to an interview is by no means a guarantee that an applicant will be selected.

C. SELECTION OF BLACK AFRICAN, COLOURED, INDIAN AND ASIAN APPLICANTS

The Faculty of Medicine and Health Sciences, in consultation with the Deputy Vice-Chancellor Learning and Teaching, annually determines enrolment targets that are aligned with, inter alia, the guidelines of the National Department of Higher Education and Training for the transformation of the higher education sector, and the subsequent institutional enrolment planning, as well as the University's commitment to inclusivity and diversity.

D. APPLICANTS WHO DO NOT HAVE SOUTH AFRICAN CITIZENSHIP, A PERMANENT RESIDENCE PERMIT OR REFUGEE STATUS FOR SOUTH AFRICA

1. Such applicants will be considered on merit.

2. Applicants with official refugee status must be considered according to law. Only SA citizens qualify for institutional bursaries and loans, and for NSFAS funding. Applicants with refugee status therefore need to keep their financial position in mind when taking up a place in the BSc in Occupational Therapy programme.

E. TAKING THE NATIONAL BENCHMARK TESTS (NBTs)

1. The NBTs do not form part of the selection of category B1 applicants.

2. The exception is for School of Tomorrow (SOT) applicants who in addition to meeting the minimum admission requirements, must meet the NBT requirements for admission below (in order to obtain university exemption from the South African Matriculation Board):

NBT	AL Academic Literacy	QL Quantitative Literacy	MAT Mathematics
NBT minimum requirement: SOT	65%	66%	34%

3. The tests will be conducted countrywide at various centres.

4. All SOT applicants in category B1 must write the NBT before the end of 2021 by registering (at least 3 weeks before the test date) at **www.nbt.ac.za** to secure a place at the relevant venue.

5. Registered university students (category B2) and applicants with tertiary qualifications and/or work experience (category B3) are exempted from this requirement.

F. PROCEDURES TO BE FOLLOWED FOR THE SELECTION PROCESS

1. APPLICATION FORMS

1.1 Applicants can apply electronically at www.maties.com .

1.2 The closing date for submitting all applications is **31 July** of the year that precedes registration

1.3 Registered SU students applying in category B2 must apply before **30 September**. Contact tygselections@sun.ac.za for an application form.

2. PROCESSING OF APPLICATIONS

2.1 A complete database of each applicant is compiled based on the information captured by the applicant on the online application form. At the same time, the marks of current learners or applicants who have completed schools (B1) are processed electronically.

2.2 The school results are captured and processed electronically to determine the academic merit which is used to determine an applicant's position on the merit list.

2.3 The academic records of registered students (B2) as well as those of graduates (B3), are processed manually and an average percentage is calculated. These students are then considered on the basis of academic performance, although other factors may also be taken into consideration in the case of postgraduate students and graduates (see sections B2 and B3 above).

2.4 It is expected of applicants to provide an undertaking that all information provided is accurate. In the event that it should be discovered that a selected applicant has provided false information or has withheld information, intentionally or through negligence, they might forfeit their selection

3. SELECTION OPPORTUNITIES

3.1 The first selection takes place during the second semester of the preceding year. On this occasion, current learners and applicants who have completed school (B1), as well as applicants with work experience and/or tertiary qualifications (B3) are considered. Selection of the latter applicants (who have been placed on a short list) is only finalised after interviews with members of the Selection Panel have taken place (see B2.12).

3.2 The applications of registered students (B2) are only considered after their final university results have become available in December.

3.3 SciMathUS students are considered in January in the same category as current learners and applicants who have completed school (B1) (on the basis of their academic merit).

3.4 Further selection of unplaced applicants takes place continuously, based on academic merit (B1) or if they were waitlisted (B2 and B3), depending on cancellations received from the various sub-categories and available places in the programme.

3.5 Selection is finalised two weeks after the commencement of the first semester classes for Occupational Therapy I.

4. SENDING OUT SELECTION LETTERS

4.1 After the selection meetings, applicants are informed electronically of the selection results.

4.2 Selected applicants must respond within two weeks from the issuing of the selection letters, stating whether or not they accept the offer.

4.3 The places of applicants who do not respond to the offer and who cannot be reached administratively, will be cancelled.

5. APPLICANTS WHO NO LONGER MEET THE ADMISSION REQUIREMENTS AFTER THE FINAL NATIONAL SENIOR CERTIFICATE RESULTS HAVE BECOME AVAILABLE

5.1 Applicants who obtained provisional acceptance during the first selection round and who do not meet the minimum requirements with their final matric results, will forfeit their selection.

G. SELECTION COMMITTEE

Selection of prospective students is done by a selection panel, compiled by the Strategic Committee on Recruitment, Selection and Admissions, which is chaired by the Dean of the Faculty. All decisions regarding selection are approved by the Dean prior to communication with the candidates, and decisions are final. All enquiries regarding the selection process should be directed to the Selection Office located in the Centre for Student Administration (Tygerberg Campus).

4 June 2021

Hierdie dokument is 'n vertaalde weergawe van bostaande Engelse dokument wat op 4 Junie 2021 deur die Senaat goedgekeur is.
Page up for the English version of this document.

FAKULTEIT GENEESKUNDE EN GESONDHEIDSWETENSKAPPE

RIGLYNE VIR DIE KEURING VAN B IN ARBEIDSTERAPIE-STUDENTE
2021 vir 2022-inname

A. ALGEMENE INLIGTING

1. Vir toelating tot die vierjarige B in Arbeidsterapie-graadprogram moet 'n aansoeker in besit wees van die Nasionale Senior Sertifikaat (NSS), soos gesertifiseer deur Umalusi, of 'n gelykwaardige kwalifikasie, met 'n gemiddeld van 50% (vlak 4) (Lewensoriëntering uitgesluit) en minstens 40% (vlak 3) in Wiskunde en minstens 50% (vlak 4) in Lewenswetenskappe. Voornemende studente word sterk aangeraai om Fisiese Wetenskappe as vak te neem.

2. Aansoekers wat 'n internasionale kurrikulum voltooi, kan onderhewig wees aan addisionele vereistes. Gedetailleerde inligting oor Matrikulasievrystelling is op die www.sun.ac.za/international webwerf beskikbaar.

   Op grond van die hoogstaande meriete van die meeste aansoekers, is voldoening aan die minimum toelatingsvereistes geensins 'n waarborg van suksesvolle keuring nie.

3. Aangesien ongeveer 25-30% van die gekeurde aansoekers nie die keuringsaanbod aanvaar nie, word daar aanvanklik meer aansoekers gekeur ten einde uiteindelik die mikpunt van **50 studente in totaal** te bereik.

4. Gedurende die keuringsproses word gepoog om te verseker dat die geslagsprofiel van die groep gekeurde kandidate 'n weerspieëling is van die geslagsprofiel van aansoekers wat aan die minimum toelatingsvereistes voldoen.

5. Hoogstens **een** plek word gereserveer vir aansoekers wat aan die minimum toelatingsvereistes voldoen en wat op versoek van die Rektor toegelaat word op grond van buitengewone oorwegings (soos deur die Rektor self bepaal).

6. Die getal studente wat tot die program toegelaat word, word jaarlikse hersiening op grond van:
   - Opleidingskapasiteit t.o.v. menslike hulpbronne, infrastruktuur en die kliniese opleidingsplatform
   - Streeks- en landsbehoeftes
   - Inskrywingsbeplanning van die Universiteit

7. Slegs aansoekers wat B in Arbeidsterapie as 'n keuse op hul aansoek aangedui het, sal oorweeg word.

8. Voorkeur sal aan Suid-Afrikaanse burgers, aansoekers met bewys van permanente verblyfstatus of aansoekers met bewys van vlugtelingstatus gegee word wanneer aansoekers vir keuring oorweeg word.

9. Kandidate kan nie hul keuring uitstel van een jaar na ŉ volgende nie. Indien ŉ aansoeker dus suksesvol is en nie hulle keuring aanvaar nie, moet sodanige aansoeker normaalweg weer van vooraf aansoek doen om oorweeg te word vir keuring in die toekoms.

B. RIGLYNE VIR DIE KEURING VAN B IN ARBEIDSTERAPIE-STUDENTE

Aansoekers word slegs oorweeg in een van die drie verskillende kategorieë, soos hieronder uiteengesit.

B1. Huidige leerders (graad 12) en gematrikuleerdes (bl. 12 – 15);
B2. Ingeskrewe studente (bl. 15 – 17);
B3. Aansoekers met naskoolse kwalifikasies en/of beroepservaring (bl.17).

1. HUIDIGE LEERDERS (GRAAD 12) EN GEMATRIKULEERDES

1.1 Keuring van hierdie groep vind plaas tydens die eerste keuringsgeleentheid gedurende die tweede semester van die voorafgaande jaar.

1.2 Aansoekers wat langer as drie jaar gelede gematrikuleer het, kan nie binne hierdie kategorie oorweeg word nie en word aangeraai om hulself voor te berei vir oorweging in kategorie B2 of B3. Let egter daarop dat keuring in hierdie kategorie steeds nie gewaarborg kan word nie.

1.3 Aansoekers binne hierdie kategorie (± **37** van die getalle plekke) word gekeur op grond van 'n keuringsfaktor (KF) wat bestaan uit akademiese meriete (akademiese prestasie op skool) en nie-akademiese meriete (Situasionele Beoordelingstoetse).

1.3.1 **Akademiese prestasie op skool** dra **80%** by tot die keuringsfaktor.

1.3.1.1 In die geval van graad 12-leerders word die gemiddelde akademiese persentasie wat in die finale graad 11-jaareindassessering behaal is, gebruik (uitgesluit Lewensoriëntering).

1.3.1.1.1 Indien die impak van COVID-19 jou graad 11-assesserings beïnvloed het, kan jy jou halfjaar-eskamenuitslae van graad 12 in die gedeelte vir graad 11-uitslae aandui.

1.3.1.1.2 Jou skool sal moet bevestig dat leer en onderrig nie moontlik was nie en dat die graad 11-assessering nie plaasgevind het nie. Laai asseblief die bevestiging van jou skool en jou resultate op wanneer jy jou aansoek indien..

1.3.1.2 In die geval van aansoekers wat hulle skoolopleiding voltooi het, word die gemiddelde akademiese persentasie behaal in die Nasionale Senior Sertifikaat- of ekwivalent eksamen gebruik (uitgesluit Lewensoriëntering).

1.3.2 Die **Situasionele Beoordelings Toets (SBT's)** dra **20%** by tot die keuringsfaktor.

1.3.2.1 Keuring in die gesondheidsberoepe moet gebaseer wees op beide akademiese vermoëns en nie-kognitiewe eienskappe. SBT's is toetse wat gebruik word om individue se reaksies op 'n aantal hipotetiese rolrelevante scenario's te beoordeel, wat situasies weerspieël wat hulle waarskynlik sal teëkom in hul teikenrol as gesondheidsberoepstudente. (Verwysing DOI: 10.3109 / 0142159X.2015.1072619)

1.3.3.2 Die **Situasionele Beoordelingstoets (SBT)** is 'n aanlynassessering wat studente voor 15 Augustus moet aflê. Inligting word ingesamel deur middel van 'n gestruktureerde aanlynassessering.

1.4. Alle aansoekers word dan ingedeel volgens hul keuringsfaktor, wat die basis vorm vir die keuringe van hierdie studente.

1.5. **Die Nasionale Normtoets (NNT)** word slegs gebruik om die toelating van aansoekers van die School of Tomorrow te bepaal. Die gemiddelde persentasie wat in die toetse behaal is, sal gebruik word.

1.6 **Die keuringsproses geskied as volg:.**

1.6.1 Die 17 top-aansoekers met SA burgerskap of permanente verblyfstatus of vlugtelingstatus word in volgorde volgens die Keuringsfaktor (KF) gekeur, ongeag van land van oorsprong, ras of enige ander oorwegings.

1.6.2 Daarna word swart Afrikaan-, bruin, Indiër- en Asiatiese aansoekers uit al die provinsies gekeur mits hul voldoen aan die minimum toelatingsvereistes en totdat 50 plekke gevul is.

1.6.3. Sewe aansoekers (ongeveer 15% van die klas) word gekeur op grond van Keuringsfaktor deur aansoekers met 'n sosio-ekonomiese status (SES)-faktor van 6 of hoër.

1.6.3.1. Sosio-ekonomiese benadeling word gemeet deur ʼn SES-faktor te bereken wat die volgende indikatore in ag neem: onderwysbenadeling (gebaseer op skoolkwintiele en skoolfonds), ekonomiese benadeling (gebaseer op maatskaplike of ongeskiktheidstoelae) en benadeling van eerstegenerasiestatus (gebaseer op die opvoedkundige vlak van die ouers). Die SES-faktor wissel van 10 (mees benadeel) tot 0 (minste benadeel). Die afsnypunt van die SES-faktor kan wel aangepas word in ooreenstemming met die aansoekpoel.

1.6.4 Sou twee of meer aansoekers met dieselfde keuringsfaktor vir een plek meeding, sal die aansoeker/s met 'n hoër SES-faktor voorkeur geniet vir keuring.

1.6.5 As dit na die oorweging van die SES-faktor nog nie moontlik is om tussen twee of meer aansoekers te onderskei nie, kan sodanige aansoekers 'n motiveringsbrief indien en sal hulle na onderhoudvoering deur 'n keuringspaneel gekeur word of nie.

1.6.6 Indien die program nie op bogenoemde wyse (soos beskryf in 1.6.1 tot 1.6.5) gevul word nie, sal aansoekers wat nog nie gekeur is nie volgens meriete en met inagneming van die geslagsprofiel oorweeg word totdat alle plekke gevul is.

1.6.7 Aansoekers wat voorwaardelik vir meer as een program gekeur word, moet formeel hul aanvaarding van een aanbod bevestig.

1.6.8. Wanneer al die beskikbare plekke gevul is, word ongeveer 30 van die oorblywende aansoekers wat voldoen aan die minimum toelatingsvereistes en enige ander vereiste/s wat in die Keuringsriglyne uiteengesit word, op 'n waglys geplaas volgens die Keuringsfaktor, en die demografiese, SES- en geslagsprofiel van die voorwaardelik gekeurde eerstejaar-innamegroep.

1.6.9. Kansellasies word in die aansoekjaar in 'n verdere voorwaardelike keuringsronde(s) van die waglys vervang, gebaseer op die rangorde van die keuringsfaktor, terwyl die demografiese, SES- en geslagsprofiel van die voorwaardelik gekeurde eerstejaarsinname behou word, mits daar plekke is in die program .

1.6.10. In Januarie van die daaropvolgende jaar, of sodra die finale punte vir die Nasionale Senior Sertifikaat- of gelykwaardige eksamen beskikbaar is, word die finale graad 12-gemiddelde (uitgesonderd Lewensoriëntering) gebruik om 'n nuwe keuringsfaktor te bepaal.

1.6.11. Finale aanbiedings word aan voorwaardelik gekeurde aansoekers gedoen, gebaseer op die nuwe keuringsfaktor wat bereken word op grond van die finale punte vir die Nasionale Senior Sertifikaat- of gelykwaardige eksamen en enige ander vereiste(s) wat in die Keuringsriglyne uiteengesit word.

1.6.11.1. In hierdie verband sal alle voorwaardelik gekeurde aansoekers wat hul voorwaardelike keuringsaanbod aanvaar het, 'n finale keuringsaanbod vir die program ontvang as hulle aan die minimum toelatingsvereistes van die program en enige ander vereiste / s wat in die Keuringsriglyne uiteengesit word, voldoen. Daar sal van sulke aansoekers verwag word om die finale keuringsaanbod te aanvaar.

1.6.11.2. Die keuringsaanbiedinge van aansoekers wat nie hul finale keuringsaanbod aanvaar nie (teen die vasgestelde datum wat in die finale aanbodbrief meegedeel word), sal verval.

1.6.12. Aansoekers wat aansoek gedoen het met hul finale punte vir die Nasionale Senior Sertifikaat-of gelykwaardige eksamen en wat 'n voorwaardelike keuringsaanbod ontvang het, sal gedurende die aansoekjaar 'n finale keuringsaanbod vir die program ontvang. Daar sal van sulke aansoekers verwag word om die finale keuringsaanbod te aanvaar.

1.6.13. 'n Nuwe waglys, bestaande uit alle nie-gekeurde aansoekers, sal opgestel word na die bekendmaking van die finale punte vir die Nasionale Senior Sertifikaat- of gelykwaardige eksamen. Die nuwe waglys word volgens die nuwe keuringsfaktor gerangskik.

1.6.13.1. Slegs aansoekers wat in die aansoekjaar 'n volledige aansoek by die program ingedien het, voldoen aan die minimum toelatingsvereistes vir die program en enige ander vereiste wat in die Keuringsriglyne uiteengesit word, kom in aanmerking vir die nuwe waglys en vir heroorweging.

1.6.14. Beskikbare plekke in die program word gevul vanaf die nuwe waglys, gebaseer op die rangorde van die keuringsfaktor, terwyl die demografiese, SES- en geslagsprofiel van die eerstejaarsinname behou word, mits daar plekke in die program beskikbaar is.

1.6.15. Die keuringsproses vir die 2022-inname sal twee weke na die aanvang van die akademiese jaar en/of wanneer alle programplekke gevul is, afgehandel word. Alle aansoekers wat nie gekeur is nie, word dan as onsuksesvol vir die 2022-jaar beskou.

2. INGESKREWE UNIVERSITEIT-STUDENTE

2.1 Ongeveer **15%** van die plekke word gevul vanuit hierdie groep **EN** die kategorie aansoekers met naskoolse kwalifikasies en/of beroepservaring (sien B.3 hieronder).

2.2 Plekke word gereserveer vir **ingeskrewe universiteitstudente** wat toepaslike studierigtings (verkieslik natuur- of sosialewetenskappe-verwant) volg met voorkeur aan aansoekers met **SA burgerskap of permanente verblyfstatus of vlugtelingstatus**.

2.3 Die volgende groeperings van ingeskrewe studente word gesamentlik in hierdie kategorie oorweeg:

- Voorgraadse Baccalaureusstudente (in ’n 3- of 4-jarige Baccalaureusgraad) (sien uitsonderings by 2.4 en 2.5)
- Honneursstudente
- Finalejaar- Magisterstudente
- Doktorale studente wat hul doktorale studie voltooi gedurende die jaar waarin hulle aansoek doen

Daar is geen vooraf bepaalde getal vir enige van bogenoemde groeperings nie.

2.4 Ingeskrewe studente wat ’n ander program in die Gesondheidswetenskappe by die US volg, sal nie vir keuring oorweeg word nie.

2.5 Ingeskrewe studente wat ’n ander program in die Gesondheidswetenskappe by ’n ander universiteit volg, sal nie vir keuring oorweeg word nie.

2.6 Aansoekers wat nie aan die minimum vereistes vir Wiskunde voldoen nie (sien Afdeling A.1), sal nie vir keuring oorweeg word nie.

2.7 **Aansoeke van geregistreerde studente** van ander instansies sluit op 31 Julie. Die onus berus op die aansoeker om te verseker dat die akademiese uitslae van die aansoeker die Keuringskantoor nie later as 1 Desember bereik nie.

2.8 **Ingeskrewe US-studente** se aansoeke sluit op 30 September en word vroeg in Desember, nadat die finale uitslae beskikbaar is, oorweeg. **Studente wat nie van die eerste eksamengeleentheid gebruik maak nie, sal nie oorweeg word nie.**

2.9 Studente wat aansoek doen vir oorplasing van ŉ Arbeidsterapieprogram aan ŉ ander universiteit na die B in Arbeidsterapie aan die US, sal deur die Programkomitee oorweeg word. Sodanige oorplasing sal egter slegs by hoë uitsondering op grond van buitengewone oorwegings toegestaan kan word.

2.10 **Die keuringsproses sal soos volg plaasvind:**

Hierdie groep word gekeur op grond van akademiese prestasie, en die demografiese profiel van die eerstejaarsinname, asook enkele ander oorwegings (sien 2.11):

<u>**Akademiese meriete**</u>

Die gemiddelde akademiese prestasie van ingeskrewe studente word deur die geweegde gemiddelde prestasie oor al die studiejare bereken.

Studente word in rangorde van prioriteit geplaas op grond van die geweegde gemiddelde van hulle akademiese prestasie oor die duur van hulle graadprogram(me). Die **twee** studente met die hoogste gemiddelde akademiese prestasie word eerste gekeur. Daarna word alle swart Afrikaan-, bruin, Indiër- en Asiatiese aansoekers wat aan die akademiese kriteria soos uiteengesit in 2.11 voldoen, gekeur totdat al die plekke in hierdie kategorie gevul is.

2.11 Vir hierdie kategorie aansoekers sal die volgende **bykomende riglyne** ook geld:

2.11.1 Aansoeke van huidige studente wat hul graad in die betrokke jaar voltooi, of ander studente wat al hul vakke oor die voorgeskrewe aantal studiejare slaag, sal oorweeg word.

2.11.2 In die geval van voorgraadse studente wat die graad in die betrokke jaar voltooi, sal voorkeur verleen word aan studente wat die graad in die voorgeskrewe tyd voltooi en met ŉ geweegde gemiddelde persentasie van minstens 60% oor die duur van die program. In die geval van ander studente sal voorkeur verleen word aan studente wat alle vakke slaag met ŉ geweegde gemiddelde van minstens 60% oor die voorgeskrewe aantal studiejare.

2.11.3 In die geval van nagraadse ingeskrewe studente word voorgraadse prestasie ook in ag geneem. Voorkeur sal gegee word aan studente wat vorige grade met ŉ gemiddeld van minstens 60% geslaag het, wat minstens 60% verwerf vir die nagraadse kwalifikasie waarvoor hulle by aansoek geregistreer is en wat ŉ **motiveringsbrief** by hul aansoek insluit.

2.12 Voorgraadse studente word in prioriteitsvolgorde op grond van die voorafgaande oorwegings gerangskik en dit dien as vertrekpunt vir die keuringsproses. Spesiale oorweging mag aan swart Afrikaan-, bruin, Indiër- en Asiatiese studente gegee word wat aan die vereistes soos beskryf in 2.11.1-2.11.2 voldoen

2.13 Nagraadse aansoekers in hierdie kategorie word in prioriteitsvolgorde op grond van die voorafgaande oorwegings in 2.11.3 gerangskik, waarna ʼn kortlys van verdienstelike aansoekers saamgestel word. Aansoekers op die kortlys sal na persoonlike onderhoudvoering finaal gekeur word. Uitnodiging na ʼn onderhoud dien geensins as waarborg dat ʼn aansoeker wel gekeur sal word nie.

2.14 In die geval van ingeskrewe voorgraadse studente, word aansoekers wat kwalifiseer op die waglys geplaas in volgorde van akademiese meriete wanneer al die beskikbare plekke gevul is. Kansellasies kan in meriete-volgorde van die waglys aangevul word, mits daar plek is in die program.

2.15 Studente wat gekeur word vir B in Arbeidsterapie I sou vrygestel kon word van ooreenstemmende modules wat hul volgens die Fakulteit se Erkenning van Vorige Leer (EVL) en Kredietakkumulasie en Oordrag (KAO) Riglyne geslaag het, maar sal al die oorblywende modules vir Arbeidsterapie I moet slaag ten einde na Arbeidsterapie II in die daaropvolgende jaar te promoveer.

3. AANSOEKERS MET NASKOOLSE KWALIFIKASIES EN/OF BEROEPSERVARING

3.1 Ongeveer **15%** van die plekke word gevul vanuit hierdie groep **EN** die kategorie huidige geregistreerde Universiteit studente (sien B.2 hierbo).

3.2 Keuring van hierdie groep aansoekers vind tydens die eerste keuringsgeleentheid gedurende die tweede semester van die voorafgaande jaar plaas.

3.3 Hierdie plekke sal gereserveer word vir persone met naskoolse kwalifikasies en/of beroepservaring, en wat nie by aansoek vir enige verdere kwalifikasies ingeskryf is nie, met voorkeur aan aansoekers met SA burgerskap of permanente verblyfstatus of vlugtelingstatus. Kandidate wat by aansoek geregistreer is vir enkele losstaande modules op tersiêre vlak vir nie-graaddoeleindes, sal ook in hierdie kategorie oorweeg kan word.

3.4 Aansoekers wat nie aan die minimum vereistes vir Wiskunde voldoen nie (sien Afdeling A.1), sal nie vir keuring oorweeg word nie.

3.5 Voorkeur sal gegee word aan aansoekers wat reeds voorheen ʼn tersiêre kwalifikasie (NKR-vlak 7 en hoër) in die normale tyd met ʼn geweegde gemiddelde van 60% of hoër geslaag het en ʼn **motiveringsbrief** by hul aansoek insluit.

3.6 Hierdie aansoekers word oorweeg op grond van akademiese meriete, die demografiese profiel van die eerstejaarsinname asook enkele ander oorwegings (sien 3.4 hierbo). ʼn Kortlys van verdienstelike aansoekers word na oorweging van alle aansoeke in hierdie kategorie saamgestel.

3.7 Aansoekers op die kortlys sal na persoonlike onderhoudvoering finaal gekeur word.

3.8 Uitnodiging na ʼn onderhoud dien geensins as waarborg dat ʼn aansoeker wel gekeur sal word nie.

C. KEURING VAN SWART AFRIKAAN-, BRUIN, INDIËR- EN ASIATIESE AANSOEKERS

Die Fakulteit Geneeskunde en Gesondheidswetenskappe bepaal jaarliks, in onderlinge oorleg met die Viserektor (Leer en Onderrig), inskrywingsteikens wat onder andere belyn is met die Nasionale Departement van Hoër Onderwys en Opleiding se riglyne vir die transformasie van die hoër onderwyssektor, en die US se institusionele inskrywingsbeplanning wat daaruit voortspruit, sowel as die Universiteit se verbintenis tot inklusiwiteit en diversiteit.

D. AANSOEKERS WAT NIE SUID-AFRIKAANSE BURGERS IS NIE EN NIE 'N PERMANENTE VERBLYFPERMIT OF VLUGTELINGSTATUS VIR SUID-AFRIKA HET NIE

1. Sodanige aansoekers sal op meriete oorweeg word.

2. Aansoekers met amptelike vlugtelingstatus moet volgens wetgewing oorweeg word. Slegs SA burgers kwalifiseer egter vir institusionele beurse en lenings, en vir NSFAS-befondsing. Aansoekers met vlugtelingstatus moet dus hul finansiële posisie in ag neem wanneer 'n plek in die B in Arbeidsterapieprogram aanvaar word.

E. DIE AFLê VAN DIE NASIONALE NORMTOETSE (NNT's) ("NATIONAL BENCHMARK TESTS") (NBTs)

1. Die NNT's vorm nie deel van die keuring vir kategorie B1-aansoekers nie.

2. Die uitsondering is vir aansoekers van die School of Tomorrow (SOT) wat benewens die voldoening aan die minimum toelatingsvereistes, ook aan die onderstaande NNT-vereistes vir toelating moet voldoen (ten einde universiteitsvrystelling van die Suid-Afrikaanse Matrikulasieraad te verwerf):

NNT	AL Akademiese Geletterdheid	QL Kwantitatiewe Geletterdheid	MAT Wiskunde
NNT minimum vereiste: SOT	65%	66%	34%

3. Die toetse sal landswyd by verskeie sentra afgeneem word.

4. SOT-aansoekers in B1-kategorie moet die NNT voor die einde van 2021 aflê en moet betyds (minstens 3 weke voor die toetsdatum) by www.nbt.ac.za vir die toetse registreer ten einde 'n plek in die betrokke toetssentrum te verseker.

5. Ingeskrewe US studente (B2) en aansoekers met naskoolse kwalifikasies en/of beroepservaring (B3) word vrygestel van hierdie vereiste.

F. PROSEDURES WAT GEVOLG WORD M.B.T. DIE KEURINGSPROSES

1. AANSOEKVORMS

1.1 Aansoekers kan aanlyn aansoek doen by **www.maties.com.**

1.2 Die sluitingsdatum vir die indiening van alle aansoeke is **31 Julie** van die jaar wat registrasie voorafgaan.

1.3 Geregistreerde US-studente wat in kategorie B2 aansoek doen, moet voor **30 September** aansoek doen. Kontak tygselections@sun.ac.za vir ʼn aansoekvorm.

2. VERWERKING VAN AANSOEKE

2.1 ʼn Volledige databasis van elke aansoeker word saamgestel uit die inligting wat deur die aansoeker op die aanlyn-aansoekvorm ingevoer is. Die punte van huidige leerders en gematrikuleerdes (B1) word terselfdertyd rekenaarmatig verwerk.

2.2 Die skoolresultate word elektronies vasgelê en verwerk om die akademiese meriete te bepaal wat gebruik word om 'n aansoeker se posisie op die merietelys te bepaal.

2.3 Die akademiese rekords van ingeskrewe studente (B2) sowel as dié van gegradueerdes (B3), word per hand verwerk en ʼn gemiddelde persentasie word bereken. Hierdie studente word dan op grond van akademiese prestasie oorweeg, alhoewel ander faktore wel in die geval van nagraadse studente en gegradueerdes in berekening gebring mag word (sien afdelings B2 en B3 hierbo).

2.4 Daar word van aansoekers verwag om 'n onderneming te voorsien dat alle inligting wat verskaf word, akkuraat is. Indien daar bevind word dat gekeurde aansoekers vals inligting verskaf of inligting weerhou het, óf opsetlik óf deur nalatigheid, kan hulle hul keuring verbeur.

3. KEURINGSGELEENTHEDE

3.1 Die eerste keuring vind in die tweede semester van die voorafgaande jaar plaas. By hierdie geleentheid word die huidige leerders en gematrikuleerdes (B1) en aansoekers met naskoolse kwalifikasies en/of beroepservaring (B3) oorweeg. Die keuring van laasgenoemde aansoekers (wat op ʼn kortlys geplaas is) word eers finaal na onderhoudvoering met lede van die Keurkomitee afgehandel (sien B2.12).

3.2 Die aansoeke van ingeskrewe studente (B2) word eers in Desember oorweeg nadat hulle finale universiteitsuitslae beskikbaar is.

3.3 Scimathus-studente word in Januarie in dieselfde kategorie as huidige leerders en gematrikuleerdes (B1) oorweeg (op grond van hul nuwe akademiese meriete).

3.4 Verdere keuring van ongekeurde aansoekers vind voortdurend plaas, gebaseer op akademiese meriete (B1) of indien hulle op 'n waglys (B2 en B3) geplaas is, afhangende van kansellasies wat van die verskillende subkategorieë ontvang is en beskikbare plekke in die program.

3.5 Keuring word finaal afgehandel binne twee weke na aanvang van die eerste semester klasse vir Arbeidsterapie I.

4. UITSTUUR VAN KEURINGSBRIEWE

4.1 Na afloop van die keuringsvergaderings word aansoekers elektronies van die keuringsuitslag in kennis gestel.

4.2 Die gekeurde aansoekers moet binne twee weke vanaf die uitreiking van die keuringsbriewe terugantwoord of hulle die aanbod aanvaar al dan nie.

4.3 Die plekke van aansoekers wat nie op die aanbod reageer nie, en wat nie administratief opgespoor kan word nie, word gekanselleer.

5. AANSOEKERS WAT NIE MEER AAN DIE TOELATINGSVEREISTES VOLDOEN NADAT DIE FINALE NASIONALE SENIOR SERTIFIKAATUITSLAE BESKIKBAAR IS NIE

5.1 Aansoekers wat gedurende die eerste keuringsronde voorwaardelik gekeur is, maar wat na hul finale matriekuitslae nie meer voldoen aan die minimum toelatingsvereistes nie, se keuringsaanbod sal verval.

G. KEURKOMITEE

Keuring van voornemende studente word gedoen deur 'n keuringspaneel, saamgestel deur die Strategiese Komitee oor Werwing, Keuring en Toelating en met die Dekaan van die Fakulteit as voorsitter. Alle besluite ten opsigte van keuring word deur die Dekaan goedgekeur voordat dit aan aansoekers gekommunikeer word en besluite is finaal. Alle navrae rakende die keuringsproses moet aan die Keuringskantoor in die Sentrum vir Studente-Administrasie (Tygerbergkampus) gerig word.

4 Junie 2021