

**PLEASE NOTE: This document was approved by the Senate of Stellenbosch University on 8 March 2019**

## FACULTY OF MEDICINE AND HEALTH SCIENCES

### GUIDELINES FOR THE SELECTION OF MBChB STUDENTS

**2019 for 2020**

#### A. GENERAL INFORMATION

1. For admission to the six-year Bachelor of Medicine and Bachelor of Surgery (MBChB) degree programme an applicant shall hold the National Senior Certificate (NSC), endorsed by Umalusi, or an equivalent qualification with an aggregate of at least 70% (level 6) (excluding Life Orientation), and with at least 60% (level 5) for Mathematics, 50% (level 4) for Physical Sciences and Life Sciences.
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](http://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 in order to compensate and eventually reach the goal of **290** 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. A maximum of **two** places are reserved for applicants who meet the minimum admission requirements, and are 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.
  - Enrollment planning of the University.
7. Only applicants who have indicated MBChB as a first choice on their application will be considered.

8. Only South African citizens, applicants with proof of permanent residency status or those with proof of refugee status will be 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, such an applicant will normally have to apply anew to be considered for selection in future.

## **B. GUIDELINES FOR THE SELECTION OF MBChB STUDENTS**

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

- B1. Current learners (grade 12) and applicants who have completed school (p. 2 – 3);
- B2. Registered Stellenbosch University students (p. 3 – 5);
- B3. Applicants with tertiary qualifications and/or work experience (p. 5- 6).

### **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 had 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 are selected as follows on the basis of **academic merit**, using a selection factor (SF):
  - 1.3.1 **Academic performance at school**, which comprises **70%** of the selection factor (SF).
    - 1.3.1.1 In the case of Grade 12 learners, their aggregate in the Grade 11 final examination is used (excluding Life Orientation).
    - 1.3.1.2 In the case of applicants who have completed school, their aggregate in the National Senior Certificate (NSC) examination or equivalent is used (excluding Life Orientation).
    - 1.3.1.3 Preference will be given to applicants who obtained an average of at least 75% (excluding Life Orientation) in the mentioned examination.
  - 1.3.2 **National Benchmark Test (NBT)**, which comprises **30%** of the selection factor. The average percentage obtained in the tests will be used.
- 1.4 The **selection factor (SF)** is calculated by combining the final grade 11/ final grade 12 aggregate (excluding Life Orientation) and NBT average in a 70:30 ratio. All applicants are then ranked according to their selection factor, which forms the basis for the selection of these students.

- 1.5 The selection process takes place as follows:
- 1.5.1 The top **120** applicants who are SA citizens, have permanent residency status or refugee status are selected in order of the selection factor, irrespective of any other considerations.
  - 1.5.2 Then Indian and Asian applicants from the Western Cape and Northern Cape, and Black African and Coloured applicants from all the provinces are selected, provided that they meet the minimum admission requirements, until 290 places have been filled.
  - 1.5.3 An additional 40 Black African applicants are selected, provided that they meet the minimum admission requirements of an average percentage of 70%.
  - 1.5.4 Approximately 7% of the class is filled according to merit by applicants with a socio-economic status (SES) factor of 6 or higher. 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 for the SES factor can, however, be adjusted in accordance with the profile of the application pool.
  - 1.5.5 Applicants who have obtained an average final grade 11/ grade 12 percentage between 70% and 74.9% may be admitted to the programme, if they have passed at least 2 of the NBT tests on the proficient level.
  - 1.5.6 When all available places are filled, the remaining applicants are automatically transferred to a waiting list to be re-considered for selection in January of the following year. However, the ranking on this waiting list is re-calculated.
    - In January of the following year, as soon as the final National Senior Certificate marks (or equivalent) become available, the final Grade 12 average, (excluding Life Orientation) and the best set of NBT results are combined to calculate a new selection factor (SF) in a 70:30 ratio.
    - The rank order on the January waiting list is determined by the newly calculated selection factor (SF).
    - Cancellations are replaced from this waiting list, based on ranking while maintaining the demographic profile of the first-year intake, provided that there is place in the programme.

## 2. REGISTERED STELLENBOSCH UNIVERSITY STUDENTS

- 2.1 Approximately **15%** of the first year intake is 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 **Stellenbosch University students** who are **SA citizens, have permanent residency status or refugee status** and who pursue relevant fields of study (preferably related to the natural sciences). Due to the limited number of places in the programme, no students who are enrolled at another institution at the time of application, can be considered for selection.
- 2.3 The following groupings of registered students are considered in this category:
- First-year Bachelor's students (see 2.7 for exception)
  - Final-year Bachelor's students (in a 3-year Bachelor's degree) (see 2.7 for exceptions)
  - Postgraduate students:
    - Honours students and final year students (in a 4-year Bachelor's degree) (see 2.7 for exception)
    - Final year Master's students
    - Doctoral students completing their doctoral studies in the year in which they are applying.

The selection ratio of the above-mentioned groupings will reflect the ratio of the applicants who meet the requirements for the groupings in this category (see 2.7).

- 2.4 Registered students who follow another selection programme in Health Sciences will not be considered for selection.
- 2.5 Applications close on **30 September** and are considered early in **December**, after the final results have become available. **Students who do not utilise the first examination opportunity, cannot be considered.**
- 2.6 This group is selected on the basis of academic performance, the demographic profile of the first-year intake and also a number of other considerations (see 2.7):

The average academic achievement of registered students is calculated as follows:

- In the case of first-year students (BSc I and other programmes), the weighted average percentage of the first year is calculated.
  - In the case of final-year Bachelors students, the weighted average percentage of all the study years is calculated together.
  - In the case of postgraduate students (excluding doctoral students), the final mark for the programme will be used.
- 2.7 For this category of applicants the following **additional guidelines** will also apply:
- 2.7.1 In the case of first-year students (mostly BSc I students) only students who pass all their first-year subjects with a weighted average of at least 70% will be considered.
- 2.7.2 In the case of students who complete the undergraduate qualification in the year concerned, preference will be given to students who complete the degree in the prescribed time with a weighted average of at least 70% for the duration of the programme.

- 2.7.3 In the case of postgraduate registered students, undergraduate performance is also considered. Preference will be given to students who had completed previous degrees with a weighted average of at least 60% and who obtain at least 70% for the postgraduate qualification enrolled for at the time of application and who have included a **motivational letter** with their application.
- 2.8 Undergraduate students are ranked in order of priority on the basis of the preceding considerations (2.7.1 and 2.7.2), and this serves as point of departure for the selection process.
- 2.9 In the case of registered first year and final year undergraduate students, when all the available places are filled, qualifying applicants are placed on a waiting list according to academic merit. Cancellations are filled from the waiting list according to merit, provided that there is place in the programme.
- 2.10 Postgraduate applicants within this category are ranked in order of priority on the basis of the preceding considerations in 2.7.3, 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.
- 2.11 Students who are selected for MBChB 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 are not exempted must be passed in order for them to be promoted to MBChB II the following year.

### 3. APPLICANTS WITH TERTIARY QUALIFICATIONS AND/OR WORK EXPERIENCE

- 3.1 Approximately 15% of the first year intake is filled from this group **AND** the category of registered Stellenbosch 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 Approximately **20 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. Applicants 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 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.
- 3.5 These applicants are short-listed according to academic merit, the demographic profile of the first-year intake and also a number of other considerations (see 3.4 above). A short

list of meritorious applicants is then compiled after the consideration of all applications within this category.

- 3.6 A final selection is made after applicants on the shortlist have been further assessed by means of a personal interview.
- 3.7 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 Vice-Rector (Learning and Teaching), annually determines enrollment 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 enrollment 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 not be considered.
2. Applicants with official refugee status must be considered according to law. Only SA citizens qualify for institutional bursaries and loans, as well as NSFAS funding. Applicants with refugee status therefore need to keep their financial position in mind when taking up a place in the MBChB programme.

### **E. TAKING THE NATIONAL BENCHMARK TESTS (NBT)**

1. All current learners or applicants who have completed school (B1), who apply for admission to MBChB, irrespective of the average (excluding Life Orientation) they obtained in the final Grade 11 or 12 examinations, must take the NBT. The average percentage of these tests counts towards 30% of the selection factor.
2. The tests will be conducted countrywide at various centres.
3. All current learners or applicants who have completed school (B1) must write the NBT before 30 June by registering (at least 3 weeks before the test date) at [www.nbt.ac.za](http://www.nbt.ac.za) to secure a place at the relevant venue.

4. All current learners or applicants who have completed school (B1) must write all required NBT tests on the same day.
5. An applicant may write the NBT twice and the best set of results available to the Selection Panel at the time of selection will be used.
6. Registered Stellenbosch University students (B2) and applicants with tertiary qualifications and/or work experience (B3) are exempt from this requirement.
7. In addition to meeting the minimum admission requirements applicants from the School of Tomorrow (SOT) must meet the below NBT requirements for consideration (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%

## F. PROCEDURES THAT ARE FOLLOWED WITH REGARD TO THE SELECTION PROCESS

### 1. APPLICATION FORMS

- 1.1 Applicants can apply electronically at [www.maties.com](http://www.maties.com)
- 1.2 The closing date for submitting all applications for categories B1 and B3 is **30 June** 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](mailto:tygselections@sun.ac.za) for an application form.

### 2. PROCESSING OF APPLICATIONS

- 2.1 A complete database of each prospective student is compiled based on the information captured by the applicant on the online application form. At the same time, the marks of learners or applicants who have matriculated (B1) are processed electronically.
- 2.2 The NBT results are captured and processed electronically together with the school results to determine the selection factor (SF) (This SF 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 applicants 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 B2.10).
- 3.2 Applications of registered SU students (B2) are only considered when their final university results become available in December.
- 3.3 SciMathUS students are considered in January in the same category of current learners and applicants who have completed school (B1) (on the basis of their new selection factor).
- 3.4 Further selection of unplaced applicants takes place continuously, based on the Selection Factor (B1) and 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 within 2 weeks after the commencement of the first-semester classes of MBChB 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 reply within four weeks from the issuing of the selection letter, stating whether or not they accept the offer.
- 4.3 If they accept the selection offer, the prescribed selection deposit is due. The amount will be credited against their study fees. Applicants who accept their selection offer, pay the prescribed selection deposit and afterwards cancel their selection of their own accord, will not be refunded the selection deposit.
- 4.4 The places of applicants who do not respond to the offer and cannot be reached administratively will be cancelled.



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

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

**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).

8 March 2019