

**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 OCCUPATIONAL THERAPY STUDENTS (2019 for the 2020 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 and 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 a first choice on their application will be considered.

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 B 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 – 4);
- B2. Registered students (p. 4 – 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 (\pm 37 places) are selected on the basis of **academic merit**, using a selection factor (SF):
 - 1.3.1 **Academic performance at school**, which constitutes **70%** of the selection factor (SF).
 - 1.3.1.1 In the case of Grade 12 learners, the average academic percentage obtained in the final Grade 11 year-end examination is used (excluding Life Orientation).
 - 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 **National Benchmark Tests (NBT)**, which comprises **30%** of the selection factor. The average percentage obtained in the tests will be used.

- 1.4 The **selection factor** 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 **17** applicants who are SA citizens or permanent residents or persons with refugee status are selected in priority sequence according to the selection factor (SF), irrespective of country of origin, race or any other considerations.
- 1.5.2 Then all Black African, Coloured, Indian and Asian applicants who qualify from all provinces will be selected until all 50 places have been filled.
- 1.5.3 Approximately 7% of the class is filled according to merit by applicants with a socioeconomic 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 score for the SES-factor can, however, be adjusted in accordance with the profile of the application pool.
- 1.5.4 If the programme cannot be filled according to the process mentioned above (in 1.5.1 to 1.5.3), applicants who have not yet been selected, will be considered according to merit and attention to the gender profile, until all the available places have been filled.
- 1.5.5 When all the available places are filled, approximately **30** of the remaining applicants who qualify are put on the **waiting list**, as follows:
- The rank order on the August waiting list is determined by the calculated selection factor (SF).
 - 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.
- 1.5.6 The applications of initially unsuccessful applicants, who have earned significantly higher marks in the National Senior Certificate examination (or equivalent) and meet the minimum admission requirements, and/or who have improved their NBT results, will be reconsidered in January of the following year. These applicants will

then be considered together with the applicants on the original waiting list, and the newly calculated selection factor will determine the order of ranking on the waiting list.

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**, with preference given to **SA citizens, permanent residents or refugees** and who pursue relevant fields of study (preferably related to the natural or social sciences).
- 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 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. **Registered students' applications, from other institutions** close on 30 June. 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.
- 2.7. **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.**
- 2.8. 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.
- 2.9. **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 2.10):

Academic merit

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

- 2.10. The following **additional guidelines** also apply to this category of applicants:
- 2.10.1. Applications from current students who will complete their degree in the relevant year, or other students who pass all their subjects over the specific number of years, will be considered.
 - 2.10.2. 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.
 - 2.10.3. In the case of post graduate 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 60% for the postgraduate qualification enrolled for at the time of application and who have included a **motivational letter** with their application.
- 2.11 Undergraduate students are ranked in order of priority on the basis of 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 minimum requirements described in 2.10.2.
- 2.12 Postgraduate applicants within this category are ranked in order of priority on the basis of the preceding considerations in 2.10.3, 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.
- 2.13 In the case of registered 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.
- 2.14 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 are not exempted must be passed in order for them to be promoted to Occupational Therapy II 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. 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 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.
- 3.6. A final selection of applicants on the shortlist will be made after 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 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, 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 B in Occupational Therapy programme.

E. TAKING THE NATIONAL BENCHMARK TESTS (NBT)

1. All current learners or applicants who have completed school (B1), who apply for admission to B of Occupational Therapy, irrespective of the average (excluding Life Orientation) they obtained in the Grade 11 or 12 examinations, must take the NBT. The average percentage of these tests counts toward 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 to secure a place at the relevant venue.
4. Prospective students must write all 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 university students (B2) and applicants with tertiary qualifications and/or work experience (B3) are exempted from this requirement.
7. Prospective students from the School of Tomorrow (SOT) must meet the below requirements for consideration in addition to meeting the minimum admission requirements (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 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 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 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 current learners' or applicants who have completed schools' (B1) marks are processed electronically.
- 2.2 The NBT results are captured and processed electronically in order to determine the selection factor (SF). (This selection factor 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 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 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 4 weeks from the issuing of the selection letters, 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 their selection deposit.
- 4.4 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 and the selection deposit will be refunded.
- 5.2 The applications of Black African, Coloured, Indian and Asian applicants who forfeit their selection can be reconsidered at the discretion of the Faculty Board on condition that satisfactory results were obtained in the NBT.

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