



Blaai af vir die **Afrikaanse** weergawe van hierdie dokument

## **RPL & CAT GUIDELINES FACULTY OF MEDICINE AND HEALTH SCIENCES**

### **1. BACKGROUND**

These procedures should be read together with the Stellenbosch University "Regulation for the Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)", approved by the University Council on 19 June 2017 (SU RPL/CAT Regulation). The purpose of this document is to outline the procedures and guidelines for RPL and CAT in the Faculty of Medicine and Health Sciences.

### **2. DEFINITIONS**

The SU RPL/CAT Regulation provides the following definitions (repeated here for ease of reference):

- 2.1. **Credit accumulation and transfer (CAT)** is a term that is used to refer to the mechanism for promoting articulation between qualifications within a sub framework of the NQF. The purpose of CAT is to provide for mobility of students and enhance their chances to successfully complete their qualifications. CAT also provides for articulation across the sub-frameworks of the NQF in order to facilitate lifelong learning and access to the workplace. Only formal learning is considered for credit accumulation and transfer (CAT).
- 2.2. **Credit accumulation** refers to the totalling of credits towards the completion of a qualification.
- 2.3. **Credit transfer** refers to the vertical, horizontal or diagonal relocation of credits towards a qualification.
- 2.4. **Formal learning:** credit-bearing learning, within the Higher Education Qualification Sub-Framework (HEQSF) of degree-seeking or non-degree seeking students, within SU and other institutions.
- 2.5. **Informal learning:** learning that results from daily activities related to paid or unpaid work, family or community life, or leisure, including incidental learning.
- 2.6. **Non-formal learning:** planned educational interventions that are not intended to lead to the awarding of qualifications, for example professional short courses and in-service training courses.
- 2.7. **Recognition of Prior Learning (RPL)** is a term that refers to the principles and processes through which the prior knowledge and skills of a person are made visible, mediated and rigorously assessed and moderated for the purposes of alternative access and admission, recognition and certification, or further learning and development. **RPL applies to informal and non-formal learning only.** Learning resulting from formal routes will normally be recognised via Credit Accumulation and Transfer (CAT), but in cases where CAT is found not to be applicable, the RPL route may be explored.

### 3. OBJECTIVE

These procedures aim to augment the normal admission processes in the Faculty of Medicine and Health Sciences, for the following situations:

- do not meet the specified admission requirements for a programme, but offer evidence of alternative experience/qualifications
- have requested that prior learning be recognised in place of certain prescribed modules
- have undergone prior learning at institutions outside SA and where the standard of this prior learning needs to be determined
- have undergone prior learning and where it is necessary to establish at what level such student can slot into the relevant programme.

### 4. RPL/CAT ON UNDERGRADUATE LEVEL

**RPL for exemption and/or CAT** is applied on a limited scale at undergraduate level in cases where applicants request that certain modules of the programmes for which they were previously enrolled, are recognised in place of modules of, for instance, BSc in Physiotherapy.

A student may be granted RPL for exemption and/or CAT for a maximum of 50% of the credits of a programme, and a maximum of 50% of the credits of a completed qualification may be transferred to another qualification. Faculties may impose further restrictions on the number of credits that may be exempted in particular years of specific academic programmes.

The FMHS undergraduate offering is highly selective and therefore **RPL for admission** into these programmes will not be considered. In order for a student to be selected into an undergraduate FMHS programme, such a student should meet the minimum admission requirements as outlined in the faculty's selection guidelines every year, for the relevant category of selection.

The details for applications for undergraduate programmes, as well as the specific criteria, application procedure and due dates, are given in the FMHS Selection Guidelines on [www.sun.ac.za/prospect\\_select](http://www.sun.ac.za/prospect_select) which is accessible to all prospective applicants. The guidelines makes provision for the following applicants:

- Applicants from other programmes at SU
- Applicants from programmes of other universities in South Africa
- Registered students who follow another selection programme in Health Sciences will not be considered for selection.
- Applicants from universities outside of SA,
- Applicants who have already obtained a tertiary qualification (NQF level 7 and above) in the normal time with a weighted average of 60%.

#### 4.1. Submission of the RPL/CAT application

The RPL for exemption and/or CAT application is to be submitted to the Faculty Administrator or the delegated official in the Centre for Student Administration (Tygerberg Campus).

The applicant's full study record must be included and must reflect the marks/results attained for the module(s) for which the applicant seeks recognition.

RPL for exemption and/or CAT will be accorded per module. Modules will be recognised where the curriculum, outcomes, credits and NQF level of the relevant module broadly match those of the required module in the programme for which the applicant wishes to enrol. Recognition will also be accorded to modules where the content included additional work that exceeds the requirements of the envisaged programme, but not less than what the envisaged programme requires.

#### 4.2. Evaluation of the application

An application will be firstly considered, and can be finalized administratively, on the basis of existing precedents, where such precedents exist. The relevant programme committee will consider applications for which no precedent exists, in consultation with the Vice Dean (Learning and Teaching), the relevant programme coordinator, the relevant module chairperson, the Faculty Administrator and the International Office (if applicable).

#### 4.3. Outcome and recommendations

The recommendations of the relevant programme committee will be submitted to the Committee for Undergraduate Teaching (CUT), via the Faculty Administrator, for further processing and submission to the Faculty Board, Executive Committee (Senate) and Senate. Applications may, however, be finalized on the basis of delegated powers.

The Faculty Administrator will inform the candidate of the outcome of the application by means of an official letter that will include the report back or comments of the various structures where the application was considered.

The Faculty Administrator will keep a record of all applications as well as of the outcome of the RPL and/or CAT.

The chair of the relevant undergraduate programme committee has the authority to consider and approve urgent cases and will report such cases to the relevant programme committee for ratification.

#### 4.4. Applications for readmission on the grounds of prior learning acquired after previous refusal of readmission

Decisions related to readmission are taken by the relevant Senate committee, according to the committee's procedures. Departmental RPL/CAT committees are not necessarily part of this process.

Modules passed elsewhere will be taken into account for readmission if they

- Largely correspond to, or exceed, modules in the student's intended study programme (note that modules similar to those offered by universities of technology will normally not be considered), and
- Do not correspond to modules that the applicant has already passed at SU.

Modules taken into account for readmission will not necessarily be recognised for CAT.

## 5. POSTGRADUATE RPL/CAT APPLICATIONS

The details for applications for postgraduate programmes, as well as the specific criteria, application procedure and due dates, are given in the FMHS Calendar, part 12 of the SU Calendar and is thus accessible to all prospective applicants.

Should a student wish to be considered for admission to a postgraduate programme based on RPL the following additional aspects apply:

- If the documentation presented by the applicant does not enable the relevant programme committee to make a decision, the committee may request a personal interview with the applicant as final assessment (with at least two academic staff present).
- If the programme committee is convinced that the applicant is not suitable for admission to the relevant programme at that stage, they may directly reject the application or advise the applicant to first complete supplementary study or another programme before admission to the postgraduate programme
- In compliance with the SU RPL/CAT Regulation, **normally not more than 10% of a cohort of students in a programme should be admitted through an RPL process per intake year**, unless exceeding this limit was approved by the Higher Education Quality Committee (HEQC) as part of the programme's accreditation processes.

**RPL for exemption and/or CAT** is applied on a limited scale at postgraduate level in cases where applicants request that formal-, informal- and/or non-formal learning is recognised in place of modules of a structured postgraduate FMHS programme.

A student may be only be granted RPL for exemption and/or CAT for a maximum of 50% of the credits of a programme, and a maximum of 50% of the credits of a completed qualification may be transferred to another qualification. Faculties may impose further restrictions on the number of credits that may be exempted in particular years of specific academic programmes.

In the case of postgraduate applications, the RPL/CAT process will be conducted in three phases:

### 5.1. Submission of the application

The RPL/CAT application must be submitted to the Faculty Administrator as set out in 4.1 above.

### 5.2. Evaluation of the application

The relevant postgraduate programme committee will consider the application in accordance with existing guidelines.

In the case of application for CAT (formal learning), the applicant's full study record must be included and must reflect the marks/results attained for the module(s) for which the applicant seeks recognition. For RPL for exemption (recognition of informal or non-formal learning) a full motivation should be submitted to the programme committee with the relevant supporting documents or evidence of competency.

RPL for exemption and/or CAT will be accorded per module. Modules will be recognised where the curriculum, outcomes, credits and NQF level of the relevant module broadly match those of the required module in the programme for which the applicant wishes to enrol. Recognition

will also be accorded to modules where the content included additional work that exceeds the requirements of the envisaged programme, but not less than what the envisaged programme requires.

### 5.3. Outcome and recommendations

The recommendation of the programme committee will be submitted to the Committee for Postgraduate Teaching (CPT), via the Faculty Administrator, for further processing and submission to the Faculty Board, Executive Committee (Senate) and Senate. Applications may, however, be finalized on the basis of delegated powers.

The Faculty Administrator will inform the applicant of the result of the RPL/CAT process by means of an official letter that will include the report back or comments of any of the various structures where the application was considered.

The Faculty Administrator will keep a record of all applications and of the outcome of the assessment and recognition of prior learning.

The chair of the relevant postgraduate programme committee has the authority to consider and approve urgent cases and will report such cases to the relevant programme committee for ratification.

## 6. ASSESSMENT INSTRUMENTS THAT MAY BE USED IN THE RPL/CAT PROCESS OF THE FMHS

Departments and programme committees are at liberty to make use of one or more of the following assessment instruments, or of similar assessment instruments, when considering applications:

- 6.1. Admittance assessment instruments (for example, entrance or placement tests, and special examinations, especially those that are assessed quantitatively)
- 6.2. Learning portfolios (for example, the candidate may present a comprehensive set of documents and/or other evidence to illustrate his/her prior learning - such documentation will be evaluated qualitatively by expert academic staff of SU)
- 6.3. "Conditional" admittance (for example, a student may be accepted as a special student and then be allowed to "perform himself or herself into" a learning programme)
- 6.4. Prior supplementary work (for example, a student may be provisionally admitted to a learning programme on condition that he/she completes supplementary work that meets set requirements before being formally entered into the learning programme)
- 6.5. Supplementary work during the learning programme (for example, a student may be admitted on condition that he/she successfully completes supplementary work during the course of a learning programme)
- 6.6. Recognition of formal learning in the form of parts or the whole of learning programmes which were offered or completed at other institutions (for example, relevant diplomas or degrees)
- 6.7. Recognition of non-formal learning completed in the form of professional short courses or in-service training courses (for example, learning that is not certified as a qualification, or part thereof, by another institution of higher learning)
- 6.8. Recognition of informal learning (for example, learning that took place in the workplace or in another appropriate environment on the initiative of the individual).

## **7. APPEAL PROCEDURE**

An applicant may submit a fully motivated appeal in writing, within 14 days after receipt of the formal response to their application. The appeal will then be considered by an appeal committee consisting of:

- The Vice Dean (Learning and Teaching)
- The chairperson of the relevant department or
- The relevant programme coordinator

The appeal committee will take all the existing evidence into consideration, together with any additional information submitted or subsequently gathered. The decision of the appeal committee is final.

## **8. QUALITY ASSURANCE**

RPL/CAT is subject to the usual quality assurance processes of the Faculty. Responsibility for such processes resides in the Dean and their delegate(s). Input may be solicited from the relevant programme committee.

The Faculty Administrator will submit an annual report to the CUT and CPT on the number of applications that were received and on any challenges that may have been encountered. The Faculty submits its report on RPL/CAT matters, in the prescribed manner, up to the level of Senate.

## **9. RECORD-KEEPING, CORRESPONDENCE AND APPLICATIONS**

As the RPL/CAT process is an academic matter, applications must be submitted to the Faculty Administrator, acting on behalf of the Registrar's Division, where all records will be kept.

Departments must keep record of all RPL/CAT decisions and recommendations of their respective programme committees. The record must contain the names of all committee members and their agreement with the decisions or recommendations. This record may be in the form of email correspondence.

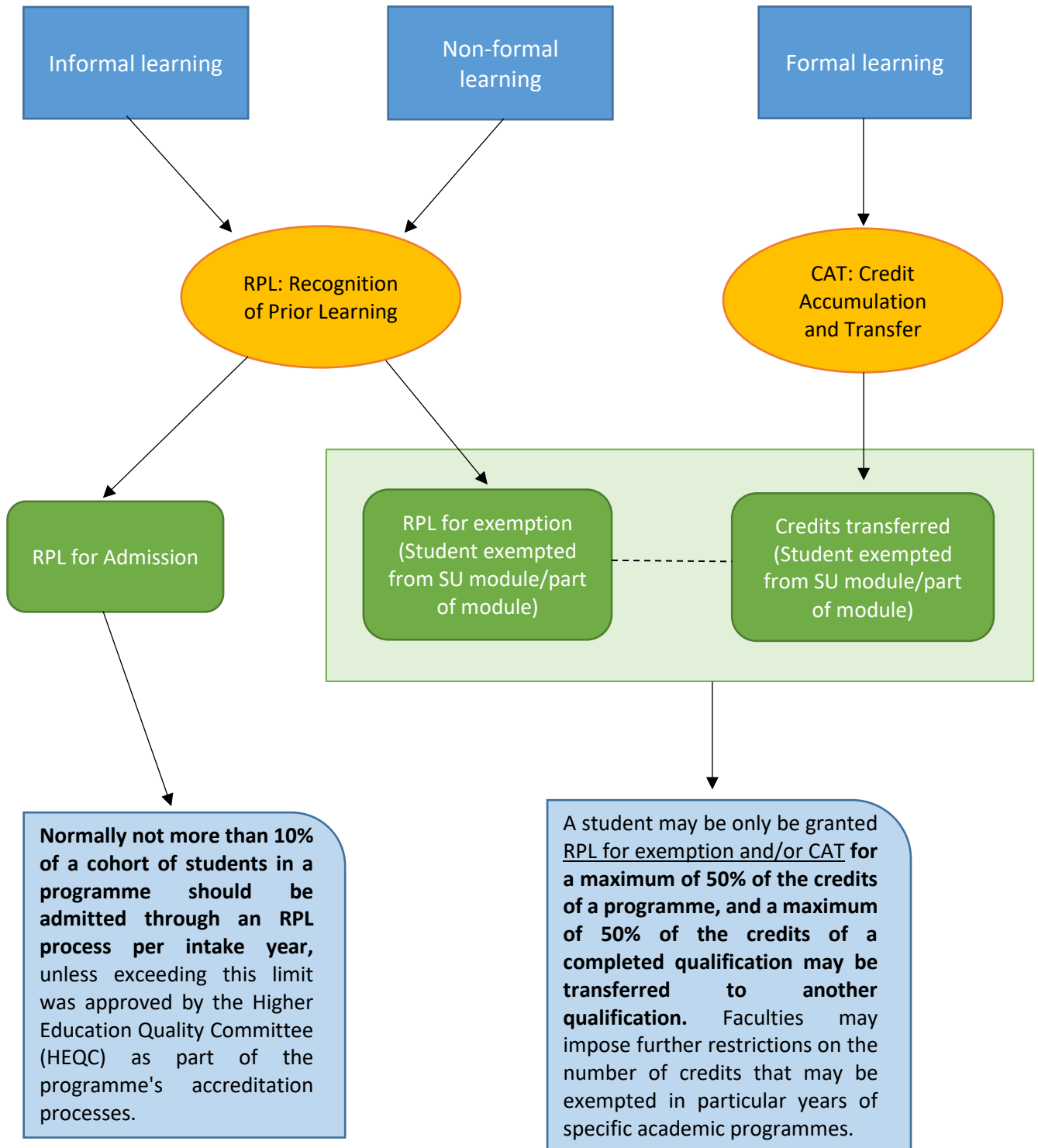
Formal decisions should also be updated on the student's academic record.

## **10. COSTS**

The Faculty's Management Committee annually determines the costs for these applications, and then informs the Faculty Administrator in the Centre for Student Administration (Tygerberg Campus). Where reasonably practicable, the costs of considering RPL/CAT applications are not recovered from the applicants.

Approved: FMHS Faculty Board 24 July 2018

## Diagram: Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)





## EVL- & KAO-RIGLYNE FAKULTEIT GENEESKUNDE EN GESONDHEIDSWETENSKAPPE

### 5. AGTERGROND

Hierdie prosedures behoort gelees te word in samehang met die Universiteit Stellenbosch se *Regulasie vir die Erkenning van Vorige Leer (EVL) en Kredietakkumulاسie en -oordrag (KAO)*, wat die Universiteitsraad op 19 Junie 2017 goedgekeur het (hierna die “US EVL/KAO-regulasie”). Die doel van hierdie dokument is om die prosedures en riglyne vir EVL en KAO in die Fakulteit Geneeskunde en Gesondheidswetenskappe uiteen te sit.

### 6. WOORDOMSKRYWING

Die US EVL/KAO-regulasie bevat die volgende omskrywings (wat gerieflikheidshalwe hier herhaal word):

- 6.1. **Kredietakkumulاسie en -oordrag (KAO)** verwys na die meganisme vir die bevordering van artikulasie tussen kwalifikasies binne ’n subraamwerk van die Nasionale Kwalifikasieraamwerk (NKR). Die doel van KAO is om vir mobiliteit van studente voorsiening te maak en hulle ’n beter kans op suksesvolle voltooiing van hulle kwalifikasies te bied. KAO maak ook voorsiening vir artikulasie tussen die subraamwerke van die NKR om lewenslange leer en toegang tot die werkplek te fasiliteer. Slegs formele leer word vir KAO in ag geneem.
- 6.2. **Kredietakkumulاسie** verwys na die opbou van krediete om uiteindelik ’n kwalifikasie te voltooi.
- 6.3. **Kredietoordrag** verwys na die vertikale, horisontale of diagonale oordrag van krediete vir ’n kwalifikasie.
- 6.4. **Formele leer** is kredietdraende leer binne die Hoëronderryskwalifikasiesubraamwerk (HOKSR) deur graad- en niegraadstudente by die US en ander instellings.
- 6.5. **Informele leer** is leer wat uit die daaglikse aktiwiteite van betaalde of niebetaalde werk, uit gesins- of gemeenskapslewe óf uit vermaak spruit, met inbegrip van toevallige leer.
- 6.6. **Nieformele leer** is beplande opvoedkundige intervensies wat nie veronderstel is om tot die toekenning van kwalifikasies te lei nie, byvoorbeeld professionele kortkursusse en indiensopleidingskursusse.
- 6.7. **Erkenning van vorige leer (EVL)** verwys na die beginsels en prosesse waardeur ’n persoon se vorige kennis en vaardighede sigbaar gemaak, bemiddel en streng geassesseer en gemodereer word vir die doel van alternatiewe toegang en toelating, erkenning en sertifisering, of verdere leer en ontwikkeling. **EVL is op slegs informele en nieformele leer van toepassing.** Leer wat uit formele roetes spruit, word normaalweg deur middel van



KAO erken, maar in gevalle waar KAO nie van toepassing blyk te wees nie, kan die EVL-roete oorweeg word.

## 7. DOEL

Die doel van hierdie prosedures is om die gewone toelatingsprosesse in die Fakulteit Geneeskunde en Gesondheidswetenskappe aan te vul ingeval aansoekers:

- nie aan die bepaalde toelatingsvereistes vir 'n program voldoen nie, maar bewys lewer van alternatiewe ervaring/kwalifikasies;
- versoek dat vorige leer in plaas van sekere voorgeskrewe modules erken word;
- vorige leer by instellings buite Suid-Afrika ondergaan het, en die standaard van sodanige vorige leer bepaal moet word; en
- vorige leer ondergaan het, en daar vasgestel moet word op watter vlak sodanige studente by die betrokke program ingesluit kan word.

## 8. EVL/KAO OP VOORGRAADSE VLAK

**EVL vir vrystelling en/of KAO** word op 'n beperkte skaal op voorgraadse vlak toegepas ingeval aansoekers versoek dat sekere modules van die programme waarvoor hulle voorheen ingeskryf was in plaas van modules vir, byvoorbeeld, BSc in Fisioterapie erken word.

'n Student kan EVL vir vrystelling en/of KAO met betrekking tot hoogstens 50% van die krediete van 'n program ontvang, en hoogstens 50% van die krediete van 'n voltooide kwalifikasie kan na 'n ander kwalifikasie oorgedra word. Fakulteite kan verdere beperkinge oplê op die getal krediete waarvan studente in spesifieke jare van sekere akademiese programme vrygestel kan word.

Die voorgraadse aanbod van die Fakulteit Geneeskunde en Gesondheidswetenskappe (FGGW) is hoogs selektief, en daarom word **EVL vir toelating** tot hierdie programme nie oorweeg nie. Om vir 'n voorgraadse FGGW-program gekeur te word, moet sodanige student voldoen aan die minimum toelatingsvereistes ingevolge die Fakulteit se jaarlikse keuringsriglyne, vir die betrokke keuringskategorie.

Die besonderhede vir aansoeke om voorgraadse programme sowel as die bepaalde kriteria, aansoekprosedure en sperdatums verskyn in die FGGW-keuringsriglyne by [www.sun.ac.za/prospect\\_select](http://www.sun.ac.za/prospect_select), wat vir alle voornemende aansoekers toeganklik is. Die riglyne maak voorsiening vir die volgende aansoekers:

- Aansoekers uit ander programme aan die US
- Aansoekers uit programme van ander universiteite in Suid-Afrika
- Geregistreerde studente wat 'n ander keuringsprogram in die Gesondheidswetenskappe volg, sal nie vir keuring oorweeg word nie.
- Aansoekers van universiteite buite Suid-Afrika
- Aansoekers wat reeds binne die gewone tyd 'n tersiêre kwalifikasie (NKR-vlak 7 en hoër) met 'n geweegde gemiddelde van 60% behaal het.

### 10.1. Indiening van die EVL/KAO-aansoek

Die aansoek om EVL vir vrystelling en/of KAO moet by die Fakulteitsadministrateur of die afgevaardigde amptenaar in die Sentrum vir Studenteadministrasie (Tygerbergkampus) ingedien word.

Die aansoeker se volledige studiegeskiedenis moet by die aansoek ingesluit wees, en moet die punte/uitslae toon vir die module(s) waarvoor die aansoeker erkenning verlang.

EVL vir vrystelling en/of KAO word per module toegestaan. Modules sal erken word waar die kurrikulum, uitkomst, krediete en NKR-vlak van die betrokke module oor die algemeen ooreenstem met dié van die vereiste module in die program waarvoor die aansoeker wil inskryf. Erkenning sal ook verleen word aan modules waar die inhoud bykomende werk ingesluit het wat die vereistes van die beoogde program oorskry, maar mag nooit minder wees as wat die beoogde program vereis nie.

#### 10.2. Beoordeling van die aansoek

'n Aansoek sal eerstens oorweeg word, en kan administratief afgehandel word, op grond van bestaande presedente, indien enige. Waar geen presedent bestaan nie, sal die betrokke programkomitee aansoeke oorweeg in oorleg met die Visedekaan (Leer en Onderrig), die tersaaklike programkoördineerder, die tersaaklike modulevoorsitter, die Fakulteitsadministrateur en die Internasionale Kantoor (waar van toepassing).

#### 10.3. Uitkoms en aanbevelings

Die aanbevelings van die betrokke programkomitee sal via die Fakulteitsadministrateur by die Komitee vir Voorgraadse Onderrig (KVO) ingedien word, vir verdere verwerking en indiening by die Fakulteitsraad, Uitvoerende Komitee (Senaat) en Senaat. Aansoeke kan egter op grond van gedelegeerde bevoegdhede afgehandel word.

Die Fakulteitsadministrateur sal die kandidaat deur middel van 'n amptelike brief van die uitkoms van die aansoek in kennis stel, welke brief die terugvoering of kommentaar sal insluit van die verskillende strukture wat die aansoek oorweeg het.

Die Fakulteitsadministrateur sal 'n rekord hou van alle aansoeke, sowel as van die uitkoms met betrekking tot EVL en/of KAO.

Die voorsitter van die tersaaklike voorgraadse programkomitee is gemagtig om dringende gevalle te oorweeg en goed te keur, en sal sodanige gevalle vir bekragtiging aan die tersaaklike programkomitee voorlê.

#### 10.4. Aansoeke om hertoelating op grond van vorige leer wat ná vroeëre weiering van hertoelating opgedoen is

Besluite met betrekking tot hertoelating word deur die tersaaklike Senaatskomitee ooreenkomstig die komitee se prosedures geneem. Departementele EVL/KAO-komitees maak nie noodwendig deel uit van hierdie proses nie.

Modules wat elders geslaag is, sal vir hertoelating in ag geneem word indien dit:

- grotendeels met modules in die student se voorgename studieprogram ooreenstem óf dit oorskry (let wel: modules soortgelyk aan dié wat deur universiteite vir tegnologies aangebied word, word nie normaalweg oorweeg nie); en

- nie ooreenstem met modules wat die aansoeker reeds aan die US geslaag het nie.

Modules wat vir hertoelating in ag geneem word, word nie noodwendig vir KAO erken nie.

## 11. NAGRAADSE AANSOEKE OM EVL/KAO

Die besonderhede vir aansoeke om nagraadse programme sowel as die bepaalde kriteria, aansoekprosedure en sperdatums word verstrekk in die Jaarboek van die FGGW, synde Deel 12 van die Jaarboek van die US, en is dus toeganklik vir alle voornemende aansoekers.

Indien 'n student oorweeg wil word vir toelating tot 'n nagraadse program op grond van EVL, is die volgende bykomende aspekte van toepassing:

- Indien die betrokke programkomitee nie 'n besluit kan neem op grond van die dokumente wat die aansoeker verskaf nie, kan die komitee 'n persoonlike onderhoud met die aansoeker as finale assessering aanvra (waar minstens twee akademiese personele teenwoordig moet wees).
- Indien die programkomitee oortuig is dat die aansoeker nie in daardie stadium geskik is vir toelating tot die betrokke program nie, kan hulle die aansoek summier van die hand wys of die aansoeker versoek om eers aanvullende studie of 'n ander program te voltooi voordat hy/sy om die nagraadse program aansoek doen.
- In pas met die US EVL/KAO-regulasie **behoort toelating deur 'n EVL-proses tot hoogstens 10% van 'n kohort studente in 'n program per innamejaar beperk te word**, tensy die Hoëronderwysgehaltekomitee (HOGK) die oorskryding van hierdie perk as deel van die program se akkreditasieprosesse goedgekeur het.

**EVL vir vrystelling en/of KAO** word op 'n beperkte skaal op nagraadse vlak toegepas ingeval aansoekers versoek dat formele, informele en/of nieformele leer in plaas van die modules van 'n gestruktureerde nagraadse FGGW-program erken word.

'n Student kan EVL vir vrystelling en/of KAO met betrekking tot hoogstens 50% van die krediete van 'n program ontvang, en hoogstens 50% van die krediete van 'n voltooide kwalifikasie kan na 'n ander kwalifikasie oorgedra word. Fakulteite kan verdere beperkinge opleë op die getal krediete waarvan studente in spesifieke jare van sekere akademiese programme vrygestel kan word.

In geval van nagraadse aansoeke sal die EVL/KAO-proses in drie fases onderneem word:

### 11.1. Indiening van die aansoek

Die EVL/KAO-aansoek moet soos in 4.1 hierbo by die Fakulteitsadministrateur ingedien word.

### 11.2. Beoordeling van die aansoek

Die tersaaklike nagraadse programkomitee sal die aansoek ooreenkomstig bestaande riglyne oorweeg.

In geval van 'n aansoek om KAO (formele leer) moet die aansoeker se volledige studiegeskiedenis ingesluit word, wat die punte/uitslae moet toon vir die module(s) waarvoor die aansoeker erkenning verlang. Vir EVL vir vrystelling (erkenning van informele of nieformele leer) moet 'n volledige motivering tesame met die tersaaklike stawende dokumente of bewys(e) van bevoegdheid by die programkomitee ingedien word.

EVL vir vrystelling en/of KAO word per module toegestaan. Modules sal erken word waar die kurrikulum, uitkomst, krediete en NKR-vlak van die betrokke module oor die algemeen ooreenstem met dié van die vereiste module in die program waarvoor die aansoeker wil inskryf. Erkenning sal ook verleen word aan modules waar die inhoud bykomende werk ingesluit het wat die vereistes van die beoogde program oorskry, maar mag nooit minder wees as wat die beoogde program vereis nie.

### 11.3. Uitkoms en aanbevelings

Die aanbeveling van die programkomitee sal via die Fakulteitsadministrateur by die Komitee vir Nagraadse Onderrig (KNO) ingedien word, vir verdere verwerking en indiening by die Fakulteitsraad, Uitvoerende Komitee (Senaat) en Senaat. Aansoeke kan egter op grond van gedelegeerde bevoegdhede afgehandel word.

Die Fakulteitsadministrateur sal die kandidaat deur middel van 'n amptelike brief van die uitkoms van die EVL/KAO-aansoek in kennis stel, welke brief die terugvoering of kommentaar sal insluit van die verskillende strukture wat die aansoek oorweeg het.

Die Fakulteitsadministrateur sal 'n rekord hou van alle aansoeke, sowel as van die uitkoms van die assessering en erkenning van vorige leer.

Die voorsitter van die betrokke nagraadse programkomitee is gemagtig om dringende gevalle te oorweeg en goed te keur, en sal sodanige gevalle vir bekragtiging aan die tersaaklike programkomitee voorlê.

## 12. ASSESSERINGSINSTRUMENTE WAT IN DIE EVL/KAO-PROSES VAN DIE FGGW GEBRUIK KAN WORD

Dit staan departemente en programkomitees vry om een of meer van die volgende assesseringsinstrumente, of soortgelyke assesseringsinstrumente, in die oorweging van aansoeke te gebruik:

- 12.1. Toelatingsassesseringsinstrumente (byvoorbeeld toegang- of plasingstoetse en spesiale eksamens, veral dié wat kwantitatief geassesseer word)
- 12.2. Leerportefeuljes (die kandidaat kan byvoorbeeld 'n omvattende stel dokumente en/of ander bewyse indien om sy/haar vorige leer te staaf – sulke dokumente sal kwalitatief deur deskundige akademiese personeel van die US beoordeel word)
- 12.3. “Voorwaardelike” toelating ('n student kan byvoorbeeld as 'n spesiale student aanvaar word, en dan toegelaat word om hom of haar in 'n leerprogram “in te presteer”)
- 12.4. Vorige aanvullende werk ('n student kan byvoorbeeld voorlopig tot 'n leerprogram toegelaat word op die voorwaarde dat hy/sy aanvullende werk doen wat aan bepaalde vereistes voldoen voordat hy/sy formeel met die leerprogram begin)
- 12.5. Aanvullende werk gedurende die leerprogram ('n student kan byvoorbeeld toegelaat word op die voorwaarde dat hy/sy in die loop van 'n leerprogram aanvullende werk suksesvol voltooi)
- 12.6. Erkenning van formele leer in die vorm van gedeeltes van of hele leerprogramme wat by ander instellings aangebied of voltooi is (soos tersaaklike diplomas of grade)
- 12.7. Erkenning van nieformele leer wat in die vorm van professionele kortkursusse of indiensopleidingskursusse voltooi is (byvoorbeeld leer wat nie deur 'n ander hoërsonderwysinstelling as 'n kwalifikasie of 'n deel daarvan gesertifiseer word nie)

12.8. Erkenning van informele leer (byvoorbeeld leer wat op die inisiatief van die individu in die werkplek of 'n ander toepaslike omgewing plaasgevind het)

### **13. APPÈLPROSEDURE**

'n Aansoeker kan binne 14 dae ná ontvangs van die formele reaksie op sy/haar aansoek 'n ten volle gemotiveerde skriftelike appèl indien. Die appèl sal oorweeg word deur 'n appèlkomitee wat bestaan uit:

- die Visedekaan (Leer en Onderrig);
- die voorsitter van die betrokke departement; of
- die tersaaklike programkoördineerder.

Die appèlkomitee sal alle bestaande bewyse oorweeg, tesame met enige bykomende inligting wat ingedien of daarná bekom word. Die appèlkomitee se besluit is finaal.

### **14. GEHALTEVERSEKERING**

EVL/KAO is onderworpe aan die gewone gehalteversekeringsprosesse van die Fakulteit. Verantwoordelikheid vir sodanige prosesse berus by die Dekaan en sy/haar afgevaardigde(s). Kommentaar kan van die betrokke programkomitee aangevra word.

Die Fakulteitsadministrateur doen jaarliks aan die KVO en KNO verslag oor die getal aansoeke wat ontvang is, sowel as enige uitdagings wat dalk ondervind is. Die Fakulteit doen op die voorgeskrewe wyse tot op Senaatsvlak verslag oor EVL/KAO-aangeleenthede.

### **15. REKORDDOUDING, KORRESPONDENSIE EN AANSOEKE**

Aangesien die EVL/KAO-proses 'n akademiese aangeleentheid is, moet aansoeke ingedien word by die Fakulteitsadministrateur, synde die verteenwoordiger van die Registrateursafdeling, waar alle rekords bewaar sal word.

Departemente moet 'n rekord hou van alle EVL/KAO-besluite en -aanbevelings van hulle onderskeie programkomitees. Die rekord moet die name van alle komiteede en hulle instemming met die besluite of aanbevelings bevat. Hierdie rekord kan in die vorm van e-poskorrespondensie wees.

Formele besluite behoort ook op die student se akademiese rekord bygewerk te word.

### **16. KOSTE**

Die Fakulteitbestuurskomitee bepaal jaarliks die koste vir hierdie aansoeke en stel dan die Fakulteitsadministrateur in die Sentrum vir Studenteadministrasie (Tygerbergkampus) in kennis. Waar dit redelikerwys uitvoerbaar is, word die koste vir die oorweging van EVL/KAO-aansoeke nie van die aansoekers verhaal nie.

Goedgekeur: FGGW Fakulteitsraad 24 Julie 2018

## Diagram: Erkenning van Vorige Leer (EVL) en Krediet Akkumulasie en Oordrag (KAO)

