Mukhanyo Theological College

Student Admission Policy

1. **Introduction**

    1.1. The student admission policy of Mukhanyo Theological College (hereafter MTC) is founded on its mission and commitment to quality and equity. The student admission policy acknowledges and takes into account the constitutional, legislative and education policy framework within which MTC functions, the Constitution of the Republic of South Africa, the Higher Education Act (101 of 1997), the Regulations for the Registration of Private Higher Education Institutions (13 December 2002), Criteria for Programme Accreditation (Higher Education Quality Committee 2004), Criteria for Institutional Audits (Higher Education Quality Committee 2004) the Skills Development Act (97 of 1998), Policy for Minimum Admission Requirements for Higher Certificates, Diplomas and Bachelor's Degrees Programmes (Government Gazette 27819 of 2005), Higher Education Qualifications Framework (Government Gazette 30353 of 2007) and any other related legislation.

    1.2. The student admission policy of MTC is implemented with recognition of the nature of an institution of scientific practice and scholarship.

    1.3. MTC therefore, through its student admission policy, commits itself to:

    1.3.1. Excellence by the provision of a uniform recruitment and selection process, for all its programmes, that is fair, clear and explicit, and supports, where practically possible, broad and diverse access for those with the potential to benefit from higher education.

    1.3.2. Strives to promote and maintain an environment that empowers all its students to achieve their highest potential without fear of prejudice or bias.

2. **Objectives**

    The purpose of this Policy is to provide guiding principles, an institutional framework and basic strategies for the recruitment and selection of prospective students, to advance the objectives of redress, equity, quality, academic excellence and optimal success of students who gain admission to Mukhanyo's study programme.

3. **Scope of application**

    This Policy applies to all potential Theology students of MTC.

4. **Guiding Principles**

    In order to realise the objectives of the institution and its business plan, this Policy is interpreted and implemented in accordance with the following principles:

    4.1. Promotion and marketing of programmes to prospective students, parents, advisors, life-orientation teachers, and other relevant stakeholders.

    4.2. Identification and selection of prospective students are based on the admission requirements and support of national imperatives regarding "skills shortages and human resources".

    4.3. The institution is committed to ensuring that no potential student receives prejudicial treatment on the basis of age, colour, disability, ethnic origin, marital status, nationality, race, or social class or

is disadvantaged by requirements, peer and employee's attitudes, or behaviour that cannot be seen as justifiable.

4.4. Final accountability for the successful implementation of this Policy lies with the Executive Management. Programme Managers and support staff line managers are responsible for the actual implementation of this Policy and their commitment to its implementation forms part of their performance appraisal areas.

5. Interpretation

In case of any dispute over the interpretation of clauses in this policy, the English formulations of the policy shall be decisive.

6. Requirements for entering Mukhanyo programmes

6.1. Certificate in Christian Studies

This programme is not accredited and requires a minimum of one year of full-time study. A good reading and writing knowledge of English is needed. All applicants will be required to write an entrance exam. Dependent on the outcome, students may need to take associated supporting modules.

6.2. Higher Certificate in Bible Teaching and Higher Certificate in Church Ministry

To be provisionally allowed to enter the Higher Certificate programmes, students must have obtained a National Senior Certificate (NSC) with the words: "Admission to Higher Certificate/ Diploma/Bachelor", as well as a minimum of 30% for English, and 4 recognised NSC credit subjects 40-49% per subject (minimum requirements for Higher Certificate). Applicants are required to write an entrance exam. Dependent on the outcome, students may need to take associated supporting modules.

6.3. Degree in Theology programme

To be provisionally registered for the B.Th. programme, a potential student must have one of the following qualifications with appropriate cognate subjects to the qualification to be enrolled for. A potential student must:

6.3.1. Hold a National Senior Certificate (NSC) as certified by Umalusi with university exemption – (with the words: Admission to Bachelor) as well as a minimum of 30% for English, and 4 recognised subjects 50-59% per subject; or

6.3.2. A Diploma in a cognate field of study; or

6.3.3. An Advanced Certificate in a cognate field of study

6.4. B.Th. Honours

The Bachelor of Theology Honours Degree is a postgraduate specialisation qualification, characterised by the fact that it prepares students for research based postgraduate study. This qualification follows a Bachelor's or equivalent degree, and serves to consolidate and deepen the student's expertise in a particular discipline, and to develop research capacity in the methodology

and techniques of that discipline. This qualification demands a high level of theoretical engagement and intellectual independence. In some cases, a Bachelor Honours Degree carries recognition by an appropriate professional or statutory body.

The following applies:

6.4.1. The minimum admission requirement is an appropriate Bachelor's Degree.

6.4.2. Learning Assumed to be in Place: Upon entry to the Bachelor of Theology Honours, it is assumed that learners should have demonstrated:

6.4.2.1. NQF 7 Competencies.

6.4.2.2. Critical and Higher Level thinking competencies.

6.4.2.3. Demonstrated Advanced Grasp of Christian Theology and component Loci within the Study Field.

7. Admission Procedures

7.1. The closing date for applications for full-time Theology studies at MTC is 1 November of the year before study commences. Late applications will be accepted until the first week of January subject to a R200 penalty fee, although our offices are closed during the December holidays. Deviations from the above rule shall be allowed only if prospective students can furnish proof of exceptional circumstances that prevented them from submitting their applications for admission in good time.

7.2. Under certain conditions the Academic Management committee may grant admission to the Higher Certificates or Bachelor's Degree to applicants in whole or in part through the recognition of prior learning. This concept includes, but is not limited to, learning outcomes achieved through formal, informal and non-formal learning and work experience. Students, who submit qualifications awarded by unfamiliar institutions, shall have them submitted to SAQA, at their expense, for evaluation.

7.3. MTC can accept no responsibility for deciding whether or not a student qualifies for matriculation exemption. Clarification regarding eligibility must be obtained from the relevant Education Department. Students are advised to make sure that their school subjects will meet the admission requirements of the programme for which they wish to register. A person wishing to register as an occasional student (not for qualification purposes) must be in possession of at least a GET Certificate or equivalent qualification. A deviation from this rule may be approved under certain circumstances.

7.4. The Academic Committee reserves the right of admission to MTC. Except by permission of the Academic Committee, no students shall be concurrently registered for more than one programme at Mukhanyo, or for another programme at another Institution.

8. Applications for Distance study

Applications for Distance study are handled by a local Tutor. Applicants may contact the Mukhanyo Distance Office for more details in this regard. Please see contact details on the last page.

9. Applications for Full-time and Part-time study

9.1. Applicants have to obtain an application from MTC at their office or from the MTC website.

9.2.   The application form has to be fully completed, signed and handed in at MTC together with all the required documentation as indicated on the form.

9.3.   The appointed Application Committee of MTC will request interviews with those applicants who meet the criteria to study at MTC.

9.4.   In the case where applicants state that they have studied through MTC before, their records will be checked and verified with the Academic Admin and Finance offices of MTC.

9.5.   Applicants with whom appointments are made, have to go through an interview with the appointed Application Committee of MTC and write an entrance exam.

9.6.   Based on the interview and outcome of the entrance exam, the committee will either approve or reject the application. Their decision will be final.

9.7.   Successful applicants will receive an official acceptance letter from MTC supplying them with their student number and other information regarding their registration.

10. Registration of full-time and part-time students

10.1.   Prospective students shall register for a programme before the commencement of such programme.

10.2.   All students (those who have successfully applied and those who continue their studies through entering a next year of study) have to register as students of MTC for the applicable academic year by signing the Student Enrolment Contract. Thereby they also signify their acceptance of the Rules and Code of Conduct of MTC and other policies applicable to their studies and life on campus.

10.2.1.   Part-time students have to register for each semester of study by signing the enrolment contract.

10.2.2.   The applicable registration fee has to be paid in full, preferably before study commences or at the latest during the first week of classes.

10.2.3.   Except with Mukhanyo's written permission, no person who is in arrears with the payment of any fees due to MTC (or whose designated donor is in arrears with paying the fee) can be registered as a student.

10.2.4.   A student's registration shall lapse after the presentation of the module(s) offered for which that student has registered.

11. Entrance Exams

All applicants who are applying for full-time Certificate, Higher Certificate or B.Th. studies at MTC have to write an entrance exam. The purpose of this exam is to identify the student's level of competence in the English language, basic knowledge of the Bible, academic literacy and computer skills. Based on his/her results, a student will be required to take associated support modules in the course of their studies.

12. Foreign Students

Foreign students need to take note of the following requirements:

12.1. Only certified copies of identity documents (e.g. passport), visas, qualifications, and transcripts will be accepted for application purposes.

12.2. All foreign students should be in possession of a legal visa which allows them to study full-time at Mukhanyo. It is the applicant's / student's own responsibility to obtain / renew such a visa at his / her own expense. MTC will supply a letter to prove that the applicant has been accepted or, in the case of renewal, the student is studying at MTC. Studies may not be commenced before the necessary legal visa has been granted and a certified copy of the visa has been submitted at the Academic Admin office of Mukhanyo.

12.3. Applicants with a school-leaving certificate equivalent to the South African National Senior Certificate can only be accepted into an accredited MTC programme once the certificate has been evaluated by the South African Qualifications Authority (SAQA).

12.4. Undergraduate and postgraduate qualifications from a foreign institution will be evaluated by MTC, however, MTC may require the applicant to have the qualification evaluated by the South African Qualifications Authority (SAQA) at the applicant's own expense.

12.5. Any foreign qualification that cannot be verified will not be considered in an application and the applicant may have to apply for admission via RPL.

13. Recognition of Prior Learning and CAT

13.1. Students that wish to apply through RPL (Recognition of Prior Learning) or CAT (Credit Accumulation and Transfer) can request the details and policies in this regard from the Academic Admin office of MTC.

13.2. Only a limited number of students (not more than 10%) will be considered for admission via RPL.

14. Appendices

14.1. Student Application Form (APP1) – available at www.mukhanyo.ac.za

14.2. Recognition of Prior Learning Policy (S-01.1) with application forms APP2, APP3A and APP3B. Can be requested from MTC at email: study@mukhanyo.co.za.

14.3. Credit Accumulation and Transfer Policy (S-01.2) with application form APP4. Can be requested from MTC at email: study@mukhanyo.co.za.

14.4. Student Enrolment Contract. Contract to be signed will be supplied after registration.

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