

FACULTY OF ARTS AND SOCIAL SCIENCES
GUIDELINES AND PROCEDURES FOR ENROLMENT MANAGEMENT¹
2025

1. Introduction

All undergraduate programmes in the Faculty of Arts and Social Sciences are subject to selection. Applicants are selected in accordance with the guidelines and procedures described in this document to enable the Faculty to reach the Official Enrolment Targets (OETs) that are annually determined by the University.

1.1. Available places

1200 places in total are available for first registrations in the Faculty, of which 1100 places are for new first-year students.² The remaining 100 places are for students from other faculties at SU (± 60 places) or other tertiary institutions (± 40 places). Of the 1100 places for new first-years, 405 places are earmarked for programmes with programme-specific selection procedures, 595 places for programmes using the Faculty's general selection procedures and 100 places for extended curriculum programmes. A number of places are earmarked for Coloured, Black, Indian and Asian (CBIA) students.

2. Programmes with programme-specific selection procedures

A number of programmes have programme-specific selection procedures. Selection in the following programmes is made in accordance with the approved selection procedure of the programme (with the number of places indicated in brackets):

- BA (Drama and Theatre Studies) [60]
- BA (Law) [50]
- BA (Sport Science)[‡] [60]
- BA (Visual Arts) [55]
- Department of Music [80]
 - Higher Certificate in Audio Technology
 - Higher Certificate in Music
 - Diploma in Practical Music
 - Advanced Diploma in Practical Music
 - BA (Music)
 - BMus
- B in Social Work [100]

[‡]Pending a final Senate decision, this programme will no longer be offered from 2025.

3. Programmes using the Faculty's general selection procedures

The following programmes do not have their own selection policies (programmes that are also offered as extended curriculum programmes are indicated with an asterisk):

- BA (Humanities) *
- BA (Language and Culture) *
- BA (International Studies) *

¹ This document is an extension of the *Faculty Plan* and serves as a guideline for the operationalisation of one aspect of this plan, namely enrolment management.

² The total number of student places is determined annually in consultation with the Centre for Business Intelligence. The number of places depends on the capacity of both the Faculty and the University.

- BA (Human Resource Management) *
- BA (Development and Environment) *
- BA (Political, Philosophical and Economic Studies)
- B in Data Science (Focal area: Geoinformatics)

4. Admission requirements

Apart from general admission requirements, there are also various programme-specific and subject-specific admission requirements (see Calendar Part 4 for details). **Since places are limited, meeting the minimum admission requirements is not a guarantee of acceptance and placement.**

5. Applications and placement

- 5.1. Only complete applications will be considered. A complete application is an application that includes all the supporting documentation as described on the application form. The day on which the complete application is received is regarded as the application date. If the application is marked as complete after the closing date, it will be handled as a late application.
- 5.2. Applications must be submitted electronically by 31 July of the previous year. Late applications will only be considered on merit subject to the availability of places.
- 5.3. Applications for programmes with a programme-specific selection procedure are processed in accordance with the relevant programme's selection policy. Since the selection process takes time to complete, these applicants are granted provisional acceptance to other programmes that make use of the Faculty's general selection procedures, provided that the applicants meet the relevant admission and placement requirements. If an applicant then receives an offer for a programme with a specific selection procedure, they have the option to decline the provisional offer to accept the new offer received. If an applicant receives a provisional offer letter and does not accept it by 30 September 2024, that offer will lapse.
- 5.4. Unfilled places in programmes with programme-specific selection criteria may be allocated to programmes that only require the Faculty's general selection criteria.
- 5.5. Applicants may only accept one offer at a time. If an applicant receives and accepts an offer from the Faculty of Arts and Social Sciences and then wants to accept an offer from another faculty, they first have to decline the original offer they accepted from the Faculty of Arts and Social Sciences before accepting the offer from the other faculty. If the applicant then decides to revert to their original programme choice in the Faculty of Arts and Social Sciences, they must submit a request to that effect by 31 October of the year preceding their registration at SU. Such requests will only be considered if places are available.
- 5.6. Applications received by 31 July for one of the programmes that make use of the Faculty's general selection procedures are processed as follows:
 - (i) Faculty Management annually determines the cut-off point for automatic provisional admission based on historical trends regarding admission and registration.
 - (ii) Once their applications have been received, applicants with a final grade 11 mark equivalent to or higher than the cut-off point in (i) and who meet the relevant admission requirements are selected and will receive a provisional offer, regardless of race or other considerations. Applicants who already have a National Senior Certificate (NSC) with a Bachelor's admission and a grade 12 average equivalent to or higher than the cut-off point in (i), and who meet the relevant programme-specific or subject-specific admission requirements, receive a final offer of acceptance.
 - (iii) Further selection for all complete applications received by 31 July takes place after 31 August or as soon as possible thereafter. This includes applicants with a final grade 11 mark equivalent to the cut-off point in (i) or higher, and those who meet the minimum relevant admission requirements. Subject to the availability of places, selection takes place according to merit and with the aim of reaching the CBIA target, taking into consideration socio-economic status. Successful applicants are informed that they have been selected and provisionally admitted.

- 5.7 National Benchmark Tests (NBTs) are normally not compulsory for NSC, IEB or SACAI students, except in cases where NBTs are required for admission to specific programmes. All School of Tomorrow (SoT) applicants to Stellenbosch University must write the NBTs (or SATs) before 30 September 2024 so that their admission / placement can be finalised before the end of 2024.

6. International applicants and applicants who haven't written the NSC, IEB or SACAI examinations

The selection process for applicants who have not written the National Senior Certificate (NSC), Independent Examinations Board (IEB) examinations (e.g. the Cambridge exam, Home School, School of Tomorrow etc., the previous South African Senior Certificate in force until 2007 and international applicants), or the South African Comprehensive Assessment Institute (SACAI) examination, is as follows:

- (i) In the case of applicants in possession of a South African Senior Certificate received in 2007 or earlier, the average percentage in their final school examination is used for the selection process.
- (ii) In the case of other applicants, their final school certificate is referred to Stellenbosch University International: Service Centre. A conversion table (compiled and maintained by the Registrar's office in conjunction with the Stellenbosch University International: Service Centre) is used to award them a comparable average final school percentage for use in the selection process.
- (iii) A limited number of places, determined annually, are allocated to non-SA citizens, excluding non-SA citizens currently enrolled for, or having completed, the NSC, IEB or SACAI examination.

7. Extended Curriculum Programme

No more than 100 places are available in extended curriculum programmes (ECP) for students who meet the SU requirements for admission to an extended curriculum programme⁵. A candidate must have an average of at least 60% in the NSC to be considered for admission to the ECP. ECP places are filled from those applicants with a grade 12 average in the bracket immediately below the cutoff mark for admission into the mainstream programmes in a given year. This is a *moving target* approach wherein the actual minimum mark providing admission to the ECP can change from year to year in accordance with the variation in the marks of students admitted to mainstream programmes. Admission to an extended curriculum programme takes into consideration socio-economic status and the availability of places. Candidates who have been accepted into an ECP programme cannot, after National Senior Certificate (NSC) / IEB results have been made available, request transfer to a mainstream programme.

If a candidate is provisionally admitted to a mainstream programme, but the NSC / IEB result doesn't meet the requirement for admission to a mainstream programme then, after receiving the NSC / IEB result, a request for admission to an extended curriculum programme must be submitted to cherylr@sun.ac.za by 25 January of the year in which the study commences. Please mark the request as "FASS: Reconsideration for ECP". These requests will only be considered after registration if there are places available on the ECP.

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8. Determining the rate of overbooking

Provision is made for overbooking since not all applicants who are selected eventually take up their places and register for the programme. Determining a realistic rate of overbooking is done annually, based on (i) historic trends, (ii) the number of applications received and the number of applicants provisionally admitted by 31 July. A waiting list will only be maintained if the projections, based on historic registration figures, indicate that places might still be available.