

## POSTGRADUATE ADMISSIONS TO GDC

STANDARD ADMISSIONS, CREDIT ACCUMULATION AND TRANSFER, AND RECOGNITION OF PRIOR LEARNING

<b>Policy Name:</b>	Postgraduate Admissions to GDC: Standard Admissions, Credit Accumulation, and Recognition of Prior Learning	<b>Policy Number:</b>	061
<b>Approving Body:</b>	Academic Board	<b>Version:</b>	1
<b>Custodian:</b>	Head of Quality Promotion	<b>Storage:</b>	I:Institutional/InstitDocs/Current/
<b>Relevant Legislation:</b>	Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate  CHE's CAT and RPL Draft Policy	<b>Related Documents:</b>	Special Admissions Application Form  Guide for Special Admissions



greenside design center college of design PTY (Ltd) - 2003/009330/07  
18 greenway - greenside - johannesburg - south africa - +27 11 646 1984  
info@designcenter.co.za - www.designcenter.co.za  
Registered with the Department of Education as a private higher education  
institution under the Higher Education Act 1997  
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## 1. Preamble.

The South African National Qualifications Framework provides a single and comprehensive classification system for all quality-assured national qualifications. The NQF serves to classify and categorise qualifications, and articulate specifications and variations of all qualifications. The NQF also provides a vehicle to facilitate access, mobility and progression within the educational system. Additional policies support this, including the:

- Legislated admission criteria for entry into higher education programmes
- Recognition of Prior Learning
- Credit Accumulation and Transfer

This policy articulates the minimum requirements for enrolment in the programmes at GDC with reference to the above. The document further details the procedures for application.

## 2. Types of application to GDC

GDC recognises three types of application to enrol for the Honours programmes, which are described below.

- Standard Admissions. This applies for candidates applying for entry into the Honours Degree programmes at GDC, and applications are based on qualifications already achieved from formal study.
- Credit Accumulation and Transfer. Undergraduate qualifications are recognised the process for standard admissions, and the full Honours programme must be completed to earn a GDC Honours Degree. Accordingly, CAT does not apply to the Honours programmes at GDC.
- Recognition of Prior Learning: This includes applications based on competencies acquired through non-formal and informal mechanisms. RPL applications are based on the demonstration of competencies comparable to candidates who hold the requisite undergraduate degree, but have achieved these through informal means such as work experience.

In all cases, the decision to admit an individual applicant is subject to a reasonable expectation that the applicant will be able to fulfil and benefit from the objectives of the learning programme and achieve the standard required for the qualification.

## 3. Standard Admissions: Admission Criteria

### 3.1. Bachelor of Arts Honours Degrees

#### 3.1.1. Admission Criteria

Applicants from GDC must meet the following criterion:

- 3.3.1.1. Completion of an undergraduate degree in the relevant discipline. Applicants must hold a degree in the relevant programme, have achieved an overall aggregate of 65%, and have achieved a subject average of 65% for Critical Studies.

Applicants who have completed undergraduate studies at other institutions must meet all of the following criteria:

- 3.3.1.2. Completion of an undergraduate degree in the relevant discipline. Applicants must hold a degree in the relevant field with an overall achievement rating that is comparable to GDC's rating of 65% as defined in GDC's Assessment Policy, and 65% for a subject comparable to the subject of Critical Studies at GDC (i.e. theory and academic writing). This will be assessed with reference to the applicant's academic record and their portfolio of design work.
- 3.3.1.3. Demonstration of basic academic research skills. Applicants will be required to submit written assignments which will be assessed as part of the admission process.

#### 3.1.2. Procedure

- Applicants should complete the Special Admissions Application Form and email to [specialadmissions@designcenter.co.za](mailto:specialadmissions@designcenter.co.za).
- On confirmation that the application is eligible, GDC will contact the applicant to arrange an interview. At the interview, applicants are required to provide evidence of both their previous study, their design competencies and academic writing abilities. The Guide for Special Admissions details the evidence required.



#### 4. **Credit Accumulation and Transfer (CAT)**

Completion of all three modules constituting the postgraduate programmes at GDC is compulsory for achievement of the qualification, and CAT for exemption of modules is not applicable. Recognition of previous studies and qualifications for entry into the programme is addressed in 3.1.

#### 5. **Recognition of Prior Learning**

Completion of all three modules constituting the postgraduate programmes at GDC is compulsory for achievement of the qualification, and RPL for exemption of modules is not applicable. However, applicants may apply for entry into the postgraduate programme based on informal or non-formal learning as an application for Recognition of Prior Learning.

##### 5.1. **RPL Principles**

- a) RPL is outcomes-based. Assessment is done on the competencies, skills and attitudes of applicants, and not on the means by which these may have been acquired. However, in order to be eligible for an RPL assessment, applicants must first demonstrate that they have engaged in some activity that explains how they have acquired the relevant competencies.
- b) All competencies related to the undergraduate exit-level learning outcomes of GDC's programmes are assessed. Thus competencies in both the practice of design, as well as competencies in the theoretical and academic aspects are assessed.
- c) The assessment of competencies acquired through RPL should take into account that learning has occurred through in/non-formal means. The assessment should make provision for the translation of competencies to their formal and structured equivalents, as opposed to replicating assessment criteria used in formal study.
- d) Applicants may apply solely on the basis of RPL, or may also wish to have previous post-school qualifications considered. The typical case for this is studying towards design (for instance completing a diploma) and then augmenting skills with work experience.
- e) No more than 10% of GDC's enrolment may be from RPL admissions.

##### 5.2. **Admission Criteria and Procedure**

RPL applications are evaluated on a case-by-case basis by a panel of GDC faculty, and there are no standard admission criteria that apply in every case. However, in order to be eligible for a RPL application, candidates must provide evidence of that they have engaged in some activity that explains the development of the relevant competencies. The procedure for RPL applications for the undergraduate programmes at GDC is as follows:

- a) Applicants should complete the Special Admissions Application Form email to [specialadmissions@designcenter.co.za](mailto:specialadmissions@designcenter.co.za).
- b) On confirmation that the application is eligible for RPL, GDC will contact the applicant to arrange an interview. At the interview, applicants are required to provide evidence of both their design competencies. The Guide for Special Admissions details the evidence required.

#### 6. **Admission Outcomes**

The following are possible outcomes of applications:

- a) Accepted for entry into the Honours programme
- b) Not accepted into the Honours programme, but accepted into the BA Degree (level of study to be advised)
- c) Not accepted into the Honours programme, but advised to complete part of the undergraduate programme for non-degree purposes, with the intent of re-apply for entry into the Honours programme thereafter.
- d) Not accepted, advised to gain more industry experience
- e) Not accepted, enrolment at GDC not advised

#### 7. **Successful Admissions**

- a) Successful applicants will be issued with a letter confirming their acceptance and specifying any conditions or exemptions.
- b) Successful applicants will receive a Reservation Form which must be completed and submitted with a reservation fee to secure a position at GDC. Reservations are conducted on a first-come-first-serve basis.



## 8. Delayed registrations and re-registration

### 8.1. Delayed registration

Acceptance into a programme is for a given calendar year. Applicants that delay their registration to the next calendar year or later may be required to undergo another admission interview.

### 8.2. Re-registration after failure

In the event of a failure of module, students may re-register for the same module once only within a four year period. I.E. if a student fails the same module or level of study twice, they will not be permitted to re-register at GDC for the same course within the next four years. Thereafter, applicants will be required to undergo an admission interview to assess the most appropriate level of entry into the programme.

### 8.3. Re-registration within a qualification after a leave of absence

Students taking leave of one or more years before completion of a whole qualification may be asked to undergo an admission interview in order to assess appropriate level for re-admission. Positions for re-admission cannot be guaranteed after a Leave of Absence. Criteria to be considered when granting Re-Admission after Leave of Absence

- a) Length of leave of absence
- b) Professional / academic activities engaged in during leave of absence
- c) Changes to course and/or curriculum

The decision to grant a re-admission after a Leave of Absence will be made by the Head of Academic Planning after due consultation with the relevant academic and administrative staff at GDC.

## 9. Version History

Version Control	Date Effective	Approved By:	Nature of Amendments
1	May 2016	Academic Board	Replaces the previous Admissions Policy document

