



FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

ADMISSIONS COMMITTEE : TERMS OF REFERENCE

1. Status of the Committee

The Faculty Admissions Committee is a committee of the relevant faculty of the University of Pretoria (UP) and functions under the auspices of the Faculty Board of such faculty.

2. Purpose

The purpose of these terms of reference is to ensure consistent and fair handling of internal and external applications for transferral in all UP faculties.

- The Faculty Admissions Committee considers all applications from registered students to transfer from one UP faculty to another (internal).
- The Faculty Admissions Committee also considers all applications for admission from students with part qualifications from other institutions (external).
- All applications from transferring students as well as applications requiring discretionary admission, must be considered by the Faculty Admissions Committee.

3. Composition

3.1 The Faculty Admissions Committee is composed as follows:

- The Dean of the relevant faculty (Chairperson)
- The Deputy Dean: Teaching and Learning (or a duly designated representative)
- Two Heads of Academic Departments and/or Chairs of Schools in the faculty, nominated by the Dean

3.2 The Head of Student Administration will act as Secretariat of the committee.

3.3 The Heads of Academic Departments and/or Chairs of Schools are appointed for a term of two years while the student member is appointed for a one-year term.

4. Quorum

4.1 If three committee members are present, there will be a quorum.

4.2 Decisions will be taken on the basis of a majority vote. In the event of a tie of votes, the Chairperson will have a casting vote.

5. Functions and responsibilities of the Faculty Admissions Committee

5.1 In addition to faculty-specific regulations, the University's General Regulations, under G.1 "Admission", provide guidelines for admission to first and advanced bachelor's degrees in terms of admission criteria and minimum requirements.

- 5.2 The Faculty Admissions Committee considers all applications for admission from transferring students (both internal and external), taking into account all relevant information, as well as any additional information the Committee may request.
- 5.3 Applications requiring discretionary admission must be considered by the Faculty Admissions Committee.
- 5.4 The Faculty Admissions Committee considers applications for admission with due regard of the agreed enrolment targets, capacity and availability of places.
- 5.5 Applications are approved, denied or deferred by the Faculty Admissions Committee.
- 5.6 Admission decisions taken by the Faculty Admissions Committee are final.
- 5.7 The deliberations of the Faculty Admissions Committee are confidential.

6. Associated documents

- General Regulation G.1
- Faculty-specific admission and selection regulations as approved by Senate.

7. Review of terms of reference

The terms of reference of the Faculty Admissions Committees must be reviewed every four (4) years. However, the terms of reference current at the time of the review remains operative until it is formally amended.

8. Approval

The terms of reference of the Faculty Admissions Committees was approved by the Executive Management of Senate, as mandated by Senate, on 31 October 2016.

7. Document metadata

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