



RESOURCE COLLEGE

ADMISSION POLICY

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SECTION 1: ADMISSION REQUIREMENTS FOR REPORT 191 STUDENTS

- 1.1 Minimum entrance requirements as aligned by the NATED Policy. Students who have passed N2 / Form 5/Matric will be admitted to N3 with a pass in mathematics and physical science.
- 1.2 School learners with good results of A or B Mathematics and Physical science maybe admitted to N4.
- 1.3 Minimum entrance requirements for N4 is N3 / NC(V) Level 4/ Diploma/ Degree or equivalent. Progressing to N5 is upon passing N4.
- 1.4 Students not meeting minimum entry requirements maybe admitted on the bridging levels of N2.
- 1.5 To be admitted for Business students a minimum entry equivalent of Form 5/ Matrics/ NC(V)/ Diploma/ Degree or equivalent is needed.N3 is bridging level for entrants not meeting minimum entry requirement for business studies.

SECTION 2: REPORT 191 (N SERIES)

NATED (N Series) Programmes are offered on fulltime and part-time basis.

Part time sessions are conducted during the evenings and weekends.

The duration of the engineering studies is three trimesters;

First trimester - January to March

Second trimester -May to July

Third trimester - September to November

Business studies duration is two semesters.

First Semester-January to June

Second Semester-July to November

The duration of engineering studies is **six months** for beginners.

SECTION 3: RE -ADMISSION

3.1 For a student to be admitted in the next level he or she must comply with the promotional requirements of the previous level as guided by the Department's progression policy.

3.2 If a student has failed the level of study he /she can enrol and the College will provide academic support programmes to assist the student to succeed.

3.3 Enrolled students who have moved from another College are to supply a transfer letter to the new College upon registration, or a previous statement of results.

SECTION 4: ACADEMIC EXCLUSION

4.1 A student will be denied admission where the student performed poor (did not meet the requirements to proceed to the next level three times) and had a poor attendance record.

4.2, If a student has failed three times on his/ her field of study with academic support interventions and they still fail, they will not be re-admitted.

4.3 A prospective student is denied if he /she had been expelled from another College as part of a disciplinary sanction or Examination sanction from the DHET.

SECTION 5: CERTIFIED DOCUMENTS REQUIRED FOR ADMISSION FOR A STUDENT

5.1 All documents will become the property of the College. If documents are not in English as the medium of communication, they must be accompanied by a certified translation in English.

5.2 Identity document or passport for foreign students

5.3 Academic records.

5.4 Form 5/ Matric certificate/ NC(V) level 4 (whichever is applicable to the programme to which the student want to enrol); or

5.5 N2 or N3 Certificate / Diploma/ Degree

5.6 Foreign students: Eswatini Qualification Authority approved foreign Certificates and proof of Medical Insurance or cover.

5.7 A signed proof of registration.

5.8. Proof of address, contact details of next of kin or responsible persons

SECTION 6: ADMISSION OF NON – CITIZENS

6.1 A student who entered the country as a refugee or immigrant must present a study permit when applying for admission to the College.

6.2 Persons classified as alien must, when they apply for admission, show evidence that they have applied to the Ministry of Home Affairs to legalise their stay in the country.

6.3 The onus is on the student to provide proof of academic record approved by Eswatini Qualification Authority if it's a foreign qualification. The student will be

given 2 weeks to provide the Certificate and if he/ she cannot provide the Certificate their registration will be terminated.

SECTION 7: STUDENTS WITH SPECIAL NEEDS

The College will admit students with special needs and will make the necessary arrangements, as far as practically possible to make teaching and learning accessible to such students.

SECTION 8: RIGHT TO APPEAL

Any student or parent /guardian of a student who has been refused admission to the College may appeal against the decision through the College Director.

SECTION 9: REGISTRATION REGISTER

9.1 The Programs Coordinator and Administration officer will be responsible for all student registrations. They will verify and monitor, capturing of data by College and will be responsible for the safekeeping of all Registration documentations.

9.2 The College Director must determine how the registration records of the College will be kept. The format of the tool which needs the biographical and demographic information of student such as surname and full names, date of birth, age, identity number/ passport number, disability, qualification details, names of student's next of kin, their addresses and contact details.

9.3 Entries in the registration system will be verified against each student's information such as identity document or passport.

9.4 Officials from national and regional offices must be able to access the electronic registration system and the register.

SECTION 10 STUDENT PROGRESSION

Students progress to next level eg N4 to N5 upon passing a minimum of four subjects. Certification per

level is subject to passing minimum of four subjects that includes key passing subjects.