

SELECTION REGULATIONS

FACULTY OF HUMANITIES CENTRE FOR AUGMENTATIVE AND ALTERNATIVE COMMUNICATION FOR ADMISSION TO THE PROGRAMMES:

BAHons (Augmentative and Alternative Communication AAC)
MA (Augmentative and Alternative Communication)
PhD (Augmentative and Alternative Communication)

Centre: Centre for Augmentative and Alternative Communication

1. Departmental selection of students

The departmental selection process accords with the admission requirements for any field of study as specified in the General Regulations of the Faculty of Humanities. The admission requirements of both the University of Pretoria and the Faculty of Humanities must consequently be met.

2. Selection committee

The selection committee will be comprised of the director of CAAC, programme manager and one other academic staff member working at the CAAC.

3. Number of candidates to be admitted

- 3.1 BAHons (AAC): A maximum of 30 students is admitted annually.
- 3.2 MA (AAC): A maximum of 10 students is admitted annually.
- 3.3 PhD (AAC): A maximum of 5 students is admitted annually.

4. Closing date for applications

- 4.1 **BAHons (AAC):** The closing date for applications is 30 November of the year preceding the intended study.
- 4.2 **MA (AAC):** The closing date for applications is 30 November of the year preceding the intended study.
- 4.3 **PhD (AAC):** The closing date for applications is 21 November of the year preceding the intended study.

5. Selection results

- 5.1 **BAHons (AAC):** Successful students whose applications were received from administration before the closing date, will receive feedback three week after receipt from administration. Those who were not successful will be placed on a waiting list until final closing of applications on 30 November of the year preceding the intended study. Such students will have another chance to be selected should the 30 available places not be filled. Late applications will be considered until middle January of the proposed year of study provided that the 30 places have not been filled. Final selection results will be communicated end of January.
- 5.2 **MA (AAC):** Successful students whose applications were received from administration before the closing date, will receive feedback three week after receipt from administration. Those who were not successful will be placed on a waiting list until final closing of applications on 30 November of the year preceding the intended study. Such students will have another chance to be selected should the 30 available places not be filled. Late applications will be considered until middle January of the proposed year of study provided that the 10 places have not been filled. Final selection results will be communicated end of January.
- 5.3 **PhD (AAC):** Successful students whose applications were received from administration before the closing date, will receive feedback three week after receipt from administration. Those who were

not successful will be on the waiting list until final closing of applications on 21 November of the year preceding the intended study. Those students will have another chance to be selected. Final selection results will be communicated by the first week of December.

6. Admission requirements

6.1 General

The minimum requirements for all courses offered through the CAAC are as follows:

- full Internet access on a daily basis on a personal computer/device as teaching and administrative communication takes place via the internet;
- excellent reading and writing skills in English.

6.2 BAHons (AAC)

Besides the general requirements as set out under 6.1, the minimum entrance requirements for the BAHons (AAC) are:

- a relevant 3-year bachelor's degree equivalent NQF-Level 7;
- working in the field of severe disabilities;
- a biographical statement which can serve as motivation for enrolment into this specific programme;
- a written assignment as required by the selection committee;
- a minimum average of 65% in the final year modules of the previous relevant qualification.

6.3 MA (AAC)

Besides the general requirements as set out under 6.1, the minimum entrance requirements for the MA (AAC) are:

- a Bachelor's degree in Speech Language Therapy equivalent NQF-Level 8 degree; or
- a BAHons (AAC) degree equivalent NQF-Level 8; or
- another relevant degree on the level of an Honour's degree (NQF-Level 8) provided that sufficient background in communication theory and research are evident, in which case an admission examination might be required;
- a minimum average of 65% in the final year modules of the previous relevant qualification;
- a minimum of 65% in the research module of the previous qualification.

6.4 PhD (AAC)

Besides the general requirements as set out under 6.1, the minimum entrance requirements for the PhD (AAC) are:

- a Master's degree in a relevant field equivalent NQF-Level 9 degree;
- a minimum average of 65% in the final year modules of the previous relevant qualification;
- a minimum of 65% in the research module of the previous qualification;
- proof that the student has already executed an independent research project;
- a written assignment as required by the selection committee;
- a biographical statement which can serve as motivation for enrolment into this specific programme.

If an applicant fails to meet the minimum entrance requirement of 65%, but has sufficient recognised prior learning to prove that he/she has excelled in continuous professional development, thereby meeting the minimum entrance level, the programme manager may recommend the candidate's inclusion in the selection process. The recommendation must be submitted to the selection committee together with the written assignment and the biographical statement.

7. Selection documents

The selection is based on the following documents:

- Official UP application form;
- Certified copy of ID book;
- Certified copies of academic qualifications;
- Requested written assignment as required by the selection committee;
- Certified copy of registration at the Health Professionals Council of South Africa, where appropriate.

8. Selection Procedure

8.1 Short listing of candidates

8.1.1 BAHons (AAC)

The selection committee will shortlist a maximum of 40 candidates selected from the applications received. The screening criteria for this first phase in the selection process include the following:

- First choice of programme as indicated on the application form;
- Academic marks of undergraduate studies;
- Marks received on the requested assignment.

When more than 30 candidates (maximum number of students admitted annually) meet these criteria, these candidates will be ranked according to the accumulated academic marks and marks received for the assignment. The candidates will then be ranked from the highest to the lowest, and the 30 candidates with the highest scores will be selected.

8.1.2 MA (AAC)

The selection committee will shortlist a maximum of 15 candidates selected from the applications received. The screening criteria for this first phase in the selection process include the following:

- First choice of programme as indicated on the application form;
- Academic marks of prior studies;
- Proven experience in the specialised field.

When more than 10 candidates (maximum number of students admitted annually) meet these criteria, these candidates will be ranked according to the accumulated academic marks and years of experience in specialised field. The candidates will then be ranked from the highest to the lowest, and the 10 candidates with the highest scores will be selected.

8.1.3 PhD (AAC)

The selection committee will shortlist a maximum of 10 candidates selected from the applications received. The screening criteria for this first phase in the selection process include the following:

- First choice of programme as indicated on the application form;
- Academic marks of Master's studies, with an emphasis on the research mark;
- Marks obtained in the required written assignment;
- Proven experience in the specialisation field.

When more than 5 candidates (maximum number of students admitted annually) meet these criteria, these candidates will be ranked according to the accumulated academic marks, years of experience and marks obtained from the required assignment. The candidates will then be ranked from the highest to the lowest, and the 5 candidates with the highest scores will be selected.

8.2 Written assignment

8.2.1 BAHons (AAC)

Each applicant will be required to submit a written assignment. The assignment question will be developed by the selection committee. The mark for the assignment will be allocated according to a rubric developed by the academic staff of the CAAC. The rubric includes an evaluation of the integration of theoretical concepts, application of theory to a case study, grammar and language use, and technical care. The selection committee will allocate a mark for the assignment which will form part of the total mark of the selection procedure.

8.2.2 MA (AAC)

This group of students are not required to complete a written assignment for the selection process.

8.2.3 PhD (AAC)

Each applicant will be required to submit a written assignment. The assignment question will be developed by the selection committee. The mark for the assignment will be allocated according to a rubric developed by the academic staff of the CAAC. The rubric includes an evaluation of the integration of theoretical concepts, grammar and language use, and technical care. The selection

committee will allocate a mark for the assignment which will form part of the total mark of the selection procedure.

9. Selection results

The selection results will be based on consensus amongst the selection committee for the three different programmes. The maximum number of candidates will be selected for each programme according to the selection procedure. The UP application form will be signed by the Director and the letter of acceptance for the particular programme for which the student applied will be submitted to Student Administration for processing. Students will be forwarded the timetable for the year with specific reference to the compulsory onsite week visits.

Selection results will be made available for the different programmes as follows:

BAHons (AAC): End of January

MA (AAC): End of January

PhD (AAC): First week of December