

## Student Admission Policy - CAT

**Category:** Students

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**Responsibility:** Academic Committee

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**Signed:**

*Dr Japie Malan*

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Name

\_\_\_\_\_  
Signature

*Chairperson*

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Position

*Academic Committee*

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Committee

**Date of effect:**

*1 December 2023*

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*January 2029*



# Mukhanyo Theological College

## Student Admission Policy – Credit Accumulation and Transfer

### 1. Introduction

- 1.1. This policy serves to introduce the Credit Accumulation and Transfer (hereafter CAT) to applicants of Mukhanyo Theological College (hereafter MTC) who completed previous training at another accredited institute.
- 1.2. This policy has to be read together with the MTC Admission Policy.
- 1.3. Note: Courses approved for credit through the CAT process will bear the MTC courses credit value but not the mark achieved in the other institution or qualification. The academic record will reflect “CAT credit” for the course.

### 2. Scope of application

CAT applications are processed for registered students, as well as for applicants that have indicated that they want to apply for CAT by completing the CAT application form (**APP4**).

### 3. Objectives

To assist applicants in the process of applying for CAT and encourage further formal Theological studies.

### 4. Definition

CAT is the transfer of credits from one qualification to another, either within an institution or between institutions. The transfer of credits towards a qualification is based on courses passed at another university, college and/or accredited institution of higher learning.

### 5. Requirements for admission

Requirements for admission for the various qualifications MTC offers, are stipulated in the MTC Admission policy. The CAT policy is an appendix of the Admission policy and should be read together with it.

### 6. Procedures

- 6.1. CAT transfer of credits from another qualification or institution will only be granted after a rigorous academic assessment according to the restriction and conditions below.
- 6.2. After assessment, the applicant will be notified of the outcome and the CAT credits will be reflected on the student’s academic record at the end of the first subsequent semester.

### 7. CAT within MTC

Students entering the MTC Bachelor of Theology programme who have completed either the MTC Diploma or an MTC Higher Certificate can receive CAT for the following NQF level 5, BTh courses:

- 7.1. When earned the Diploma / Higher Certificate in Bible Teaching: BBT3, BNT1, and BST1
- 7.2. When earned the Diploma / Higher Certificate in Church Ministry: BCH1, BMS1, and BPT1

## 8. Restriction on CAT applications

- 8.1. Full qualifications cannot be awarded solely on the basis of CAT. Applicants may only be credited with courses amounting to no more than 50% of the qualification they wish to register for, or 50% of the completed qualification they possess.
- 8.2. In order to receive credits towards an MTC qualification on the basis of courses passed at other registered institutions, the following applies:
  - 8.2.1. The institution must be accredited by the CHE
  - 8.2.2. The institution must be registered with SAQA
  - 8.2.3. The course credits must match existing MTC courses in
    - content
    - credit value
    - NQF level

## 9. Responsibility of the Applicant

- 9.1. If not an existing student of MTC, the applicant should make sure that he/she qualifies to register as an MTC student and meets the entrance requirements. See the MTC Admission Policy for details. The applicant should then complete the Student Application form (**APP1**) and submit it to MTC.
- 9.2. The applicant should apply for CAT by completing the **APP4** form and paying the CAT Admin fee.

## 10. Appeal Process

- 10.1. If an applicant is unhappy with the outcome of his/her application, and believes that he/she can provide new evidence that will support his/her application, he/she may submit an appeal within 10 working days of having received notification of the outcome of the application.
- 10.2. The appeal will only be considered if:
  - 10.2.1. It is motivated in writing.
  - 10.2.2. It includes further new evidence to support the appeal.
- 10.3. MTC will convey the outcome of the appeal to the applicant in writing and the decision by MTC will be final.

## 11. Appendix

- 11.1. Forms (obtainable from MTC at email address: [study@mtc.ac.za](mailto:study@mtc.ac.za)) **APP4** - CAT Application Form.

