ADMISSIONS AND REGISTRATIONS POLICY

Implementation date	January 2009
Last reviewed	September 2022
Next review date	August 2027
Responsibility	Student and Examinations Manager
Ratification	EDEX

1. PREAMBLE

The purpose of this policy is to assist and inform all applicants, students and staff of the Chartered Governance Institute of Southern Africa (CGISA) of the policies and procedures used to admit and register students.

All staff and students are responsible for upholding the good name and reputation of the CGISA, and these responsibilities impact directly on the admission and registration processes.

All students shall conduct themselves with diligence, honesty and integrity in their student and professional lives, and these responsibilities impact directly on the admission and registration processes.

When a person applies to CGISA, the applicant (a) acknowledges that they have read and accepted this policy and all other student policies; and (b) accepts that they and the Institute are bound by these policies in processing their application for admission and registration.

2. DEFINITIONS

Registration is the act/acts of cumulative administrative processes, the completion of which results in the admission of an applicant to the Institute.

Admission is the act of acceptance by the Institute of the applicant as a student subject to, and in terms of, this policy.

3. NEW APPLICANTS

Registration Process

Applicants apply to register to the CGISA on the relevant form found on the website. The form must be completed in full and returned via email to students@chartgov.co.za with all the required accompanying documents.

- Once the applicant has completed the process of registration, the applicant will receive an automatic system generated confirmation of registration email notification from the Institute.
- This confirmatory notification will include the student's name, identity number, student number, and the qualification for which they are intending to study towards (i.e. NQF7: Governance Practitioner OR NQF8: Governance Professional OR NQF8: Company Secretary.
- This confirmatory notification is not to be construed as final admission to the Institute, and admission is a discretionary process having regard to, and in terms of the policy of the Institute from time to time.

New Applicant Admission Process

- Note: **admission is not automatic,** and applicants should not assume that they have been admitted until they have received the Institute's formal acceptance letter.
- The Institute reserves the right to consider any other additional considerations as set out in 7 below before exercising its discretion to admit the applicant.

An applicant's registration is only regarded as final once:

- They have completed the registration process in full,
- they have received correspondence from the Student and Examinations Manager confirming their admission as a student ; and
- they have paid all fees owing.

4. ELIGIBILITY FOR ENTRANCE TO THE (NQF7) GOVERNANCE PRACTITIONER QUALIFICATION

The following persons are eligible to enter the programme at NQF Level 5 (i.e. Governance Practitioner):

- Persons who have passed the National Senior Certificate Examinations with a Level 4 pass in both English and a Level 4 pass in Mathematical Literacy;
- Persons who achieved a relevant NQF4 qualification with English and Mathematics;
- Persons who have equivalent foreign qualifications.

Exemptions may be awarded for individual modules. For the exemptions application form, refer to the website.

5. ELIGIBILITY FOR ENTRANCE TO THE (NQF8) GOVERNANCE PROFESSIONAL OR COMPANY SECRETARY QUALIFICATION (THE BOARD EXAMINATIONS)

Access to the NQF8 qualifications is via two main routes:

Route 1: Examinations

The completion of the 11 modules of the Governance Practitioner qualification by passing the examinations.

Route 2: Exemptions

Exemptions may be awarded for relevant qualifications earned at the NQF7 level.

Please refer to the exemptions policy, which can be found in the Student Handbook.

Applicants should check this BEFORE they apply for registration and, if applicable, complete the exemptions application form .

Note: all degrees for which exemption is sought must be issued by a public university or Private Higher Education Institution (PHEI) accredited by the Council on Higher Education .

Special Note: Applicants may NOT register for NQF7 subjects and NQF8 subjects simultaneously. The Governance Practitioner qualification will need to be completed in full OR full exemption will need to be obtained, before students can proceed to the board examinations.

Persons who have equivalent foreign qualifications may also apply for exemptions.

6. MATURE AGE EXEMPTION

Persons who do not have the necessary entrance requirements and who have reached the age of 23, may apply for admission to the CGISA programme on the grounds of mature age. Such persons must, however, be able to provide evidence of their English and numerate skills. (For example, evidence of having been employed in a job where such skills are needed; evidence of other courses or modules having been passed with another accredited organisation).

All queries in this regard should be forwarded to students@chartgov.co.za .

7. ADDITIONAL CONSIDERATIONS

Persons who meet the minimum academic requirements are not guaranteed admission as students, and admission is at the discretion of the Student and Examinations Manager.

The applicant must disclose and the Student and Examinations Manager shall further consider:

- The applicant's criminal record, if any;
- Civil judgments against or involving the applicant;
- Pending litigation or investigations of any kind into or involving the applicant's professional conduct, including those in which the applicant is participating as a third party; and
- Any other information which may reasonably affect the integrity of the professional standards required of a Company Secretary, Governance Professional or Governance Practitioner, including but not limited to allegations of deceit, deception or dishonesty.

The applicant's admission is regarded as final once:

- they have received correspondence signed by the Student and Examinations Manager confirming their admission;
- they have paid all fees owing; and
- they have been registered as students of CGISA.

8. REVOCATION OF ADMISSION/ REGISTRATION

If the Student and Examinations Manager is satisfied that the student may have fraudulently, through misrepresentation or the non-disclosure of material information, obtained admission to the CGISA or that the student's circumstances have changed in respect of any of the additional considerations listed in 7 above, the Student and Examinations Manager shall:

- raise their complaint immediately with the student, in writing, and advise them of the allegations against them and their right to make written representations within 2 weeks (14 calendar days);
- inform the CEO of their complaint; and
- submit the student's representations to the CEO.

Upon receiving representations from the Student and Examinations Manager and the student the CEO:

- shall decide if it is in public interest to revoke the student's admission to CGISA, having regard to the broader functions performed by CGISA in qualifying company secretaries and governance professionals and the qualities required for the respective positions;

- may call for a hearing, oral representations or further written representations from any party associated with the complaint;
- shall submit their decision with reasons to the Student and Examinations Manager and the student within 14 calendar days of receiving the complaint and the student's first set of representations; and
- shall delegate this function in circumstances where it would be appropriate to do so.

The CEO shall not revoke a student's admission under this provision after the student has written any examination or submitted any assignment, in which case, the Student Disciplinary Procedure shall apply.

9. ANNUAL REGISTRATION FOR EXISTING STUDENTS

A renewal of registration in subsequent years after the initial admission as a student will be considered a renewal of admission as a student.

At the time of applying for the renewal of their registration, the application shall be subject to the rules and policies in force at the time of applying for such renewal.

10. APPLICANT OBLIGATIONS

The applicant bears the obligation of ensuring that they are familiar with the rules governing their admission and registration. Ignorance of these rules and related policies will not justify any transgressions, whether intentional or negligent.

11. SUPPORTING DOCUMENTS

- Exemptions application forms
- Examinations department operational procedures and checklists
- Registration forms
- Student disciplinary procedure
- Student code of ethics
- Student handbook