



BOCODOL

Page 1 of 6

Doc. **AR/PROC/04**

Tertiary Programmes Enrolment Policy

Revision No: 1

Effective Date: 10/08/2011

APPROVAL BODY	DATE APPROVED
Academic Registry Department	05 August, 2010
Education Departmental Board	24 January 2011
Business Studies Departmental Board	24 January 2011
Learner Support Department	06 May 2011
BOCODOL Academic Board	8 June 2011
Programmes Committee (by round robin)	17-24 June 2011
BOCODOL Board of Governors	30 June 2011
Date of Effectiveness	1 July 2011

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1. Introduction

The enrolment process is one of the varied components of learner support at the Botswana College of Distance and Open Learning (BOCODOL). The learner enrolment practice, though decentralized, needs to be standardized to make it more explicit in interpretation and common in application, as well as responsive to the changing needs of learners.

2. Rationale

The growth and expansion brought about by the increasing numbers of enrollees and their varied needs inevitably calls for some customer-focused enrolment processes and procedures to guide and inform practice and demonstrate the College's commitment to transparency and consistency in discharging its mandate. By broadening access to education and training opportunities, open and distance learning (ODL) can make a major contribution to the development both of the individual and the nation. In order to learn effectively, learners need to be enrolled as effectively as possible without delays and barriers. Therefore, the Enrolment Policy endeavours to promote effective and efficient enrolment practices by addressing the needs of prospective and registered learners in ways that are consistent with the College vision, mission and core values.

3. BOCODOL Vision

The Institution of Choice for Life-long Learning

4. Mission Statement

To provide quality, innovative, open and distance learning programmes and services to empower our clients with knowledge and skills for global competitiveness

5. Core Values

- 5.1 Your satisfaction is our pride (Customer Service).
- 5.2 We are always there for you (Compassion and Care).
- 5.3 We pull together (Team Work).
- 5.4 Technology is our engine of success (Technology-driven).
- 5.5 Innovation is key to success (Innovation).

6. Policy Objectives

The objectives of this enrolment policy are to;

- 6.1 Articulate BOCODOL's enrolment processes and procedures and provide guidelines for the achievement of these procedures;
- 6.2 Provide Learner-focused enrolment processes and procedures to promote open access to and

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- 6.3 Provide guidelines that will ensure attraction and retention of the College customer-base with a sustainable learner support system;
- 6.4 Serve as a reference for requests for enrolment applications;
- 6.5 Assist in the management and allocation of resources needed;
- 6.6 Aid in monitoring and evaluation of progress.

7. Guiding Principles

This policy is an important tool that relates to the following principles of open learning, which BOCODOL subscribes to:

- 7.1 **Access** – nobody is excluded from learning, irrespective of where they live or their circumstances.
- 7.2 **Equity** - The College shall not discriminate on the basis of gender, age or special circumstances.
- 7.3 **Learner centeredness** – learning design is based on learners’ needs rather than those of the institution.
- 7.4 **Life-long learning** – everybody is accorded that opportunity to start or return to learning throughout their life.
- 7.5 **Flexibility** – learners should be able to progress through programmes according to their own individual learning pace.

8. Advertisements

- 8.1 Advertisements for the courses and programmes shall be done through the various forms of media.

9. Application

- 9.1 All applicants shall fill in a BOCODOL application form, which requires, but not limited name gender, age, nationality, identification number, physical address, postal address, telephone, e-mail address and any other requirements as stipulated by the College.
- 9.2 All applicants shall submit certified copies of relevant certificates and identity documents; Omang, birth certificate, Passport or any other authentic alternative identification document at the time of application.
- 9.3 It is the responsibility of the applicant to inform the College of any change in their details.
- 9.4 Unless otherwise stated, application forms shall be received at the Regional Centres.

10. Enrolment Process

- 10.1 The selection process shall be initially done at the Regional Centres, by subjecting the applicants to admission requirements.
- 10.2 Shortlisted applicants’ details shall then be sent to Headquarters and be presided over by the

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Admissions Committee to verify adherence to admission requirements.

- 10.3 Following admission, applicants shall be informed about the outcome of their application through the appropriate media.
- 10.4 Unless otherwise stated, learners shall be required to enrol at the enrolment centre/region that is designated for that intake.
- 10.5 A learner is considered to have enrolled when he/she has paid the applicable fees and subsequently placed in the enrolment register.
- 10.6 Upon enrolment learners shall undergo some orientation.

11. Enrolment Ceilings

- 11.1 The College reserves the right to set enrolment ceilings based on the capacity to support learners as appropriate.
- 11.2 The course or programme shall only commence when the College has reached its threshold target number(s).

12. Admission Requirements

- 12.1 Entry requirements for each programme shall be determined by the College
- 12.2 The College shall reserve the right to verify the authenticity of any examination results, certificates, transcripts, references, or any other documents submitted with the application.
- 12.3 The College shall reserve the right to administer entry tests to ascertain eligibility for admission into the desired courses or programmes where necessary.
- 12.4 There shall be no age restriction imposed on enrollees as the College subscribes to the principle of life-long learning.
- 12.5 The College shall not discriminate on the basis of gender, age or special circumstances.
- 12.6 The College shall reserve the right to determine the legibility of applicants for enrolment on the basis of pending, on-going or proven criminal or disciplinary case.
- 12.7 Where applicable, the College shall make arrangements for admission of persons outside the country and the learner bears the costs of material dispatch and other services.
- 12.8 Appropriate support services shall be availed for all learners irrespective of gender, age or special circumstances.

9 Personal Identification

- 9.1 All learners shall be issued with a BOCODOL learner number that they shall retain regardless of their frequency of enrolment.
- 9.2 All learners shall be issued with a BOCODOL identity card upon enrolment.
- 9.3 All learners shall be identified by a BOCODOL identity card.

10 Fees

- 10.1 Applicants shall be required to pay a non-refundable application fee determined by the College.
- 10.2 All fees shall be determined by the college and are subject to review and change from time to time.

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- time
- 10.3 Learners for the course or programmes shall adhere to the payment requirements and procedures stipulated in the course or programme regulations.
 - 10.4 Fees paid to the College shall be non-refundable, unless otherwise approved by the College.
 - 10.5 All applicable fees shall be paid upon enrolment, before study materials are issued.

11 Prohibited Registration

- 11.1 There shall be no simultaneous enrolment in more than one programme.
- 11.2 The number of courses a learner can take at a time shall be determined by the College.
- 11.3 BOCODOL learners wishing to change courses or programmes shall do so within two weeks of commencement of tutorials.
- 11.4 No learners enrolled with another institution shall be enrolled for the same course or programme at BOCODOL.

12 Exemption

- 12.1 The College reserves the right to exempt any learner from some courses/modules on account of relevant work experience and recognition of prior learning.

13 Articulation

- 13.1 The College reserves the right to allow a learner to articulate at a certain level of a programme on account of recognition of prior learning.

14 Duration of Study

- 14.1 There shall be semesterised registration of learners for programmes lasting more than one year.
- 14.2 Any learner who stays beyond the maximum stipulated number of years in a programme shall be required to re-enrol and abide by the applicable conditions.

15 Active Versus Inactive Learners

- 15.1 To maintain an active status a learner shall submit assignments and/or attend tutorials, the rate of which shall be determined from time to time.
- 15.2 A learner that has been deemed inactive shall be withdrawn from the programme.

16 Deferment of Study

- 16.1 A learner who is unable to continue with his/her study and wishes to defer his/her learning should write to notify the College, giving reasons for their deferment.
- 16.2 A Learner shall be eligible for deferment of study when he/she has paid the applicable fees and subsequently placed in the enrolment register.

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- 16.3 The duration of deferment of study shall not exceed half the period of study for the course or programme, after which the learner shall be required to re-apply and be governed by the application conditions.
- 16.4 Upon return from deferment, the learner shall be allowed to study for the period that was outstanding at the time of deferral.

17 Withdrawal from Study

- 17.1 A learner who is unable to continue with studies and wishes to withdraw is required to notify the College in writing, giving reasons for their withdrawal.
- 17.2 A learner who withdraws from study within fourteen (14) days of enrolment shall, upon return of all study materials issued, be re-funded 60% of the tuition fees paid.
- 17.3 A learner who withdraws from study within fourteen (14) days of enrolment without returning all the study materials issued, shall be re-funded 40% of the tuition fees paid.
- 17.4 A learner who withdraws from study after fourteen (14) days of enrolment shall not be entitled to any re-fund of the tuition fees paid.
- 17.5 A learner who resumes study after withdrawal shall be required to re-enrol and pay the applicable fees.

18 Repeating a course or programme

- 18.1 A learner who is given a chance to repeat a course or programme shall be required to pay applicable fees as determined by the College.
- 18.2 The number of times a learner is allowed to repeat shall be determined by the College.

19 Appeals

- 19.1 An applicant wishing to appeal against any outcome of their application shall do so in writing to the Head of the College, within fourteen (14) working days from the date of the outcome.

20 Fraud, Forgery and Impersonation

- 20.1 Fraud, forgery, impersonation or any other criminal offence shall be dealt with in accordance with College regulations and the laws of Botswana.

21 ICTs and Enrolment

- 21.1 The College shall continuously explore the use of ICTs to facilitate and expand enrolment opportunities to maximize the benefits of open and distance learning.

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