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Document Number	186	Document Revision	A	Date Issued 26/03/15

GENERAL INFORMATION

1	Document type	Rules and Regulations		
2	Document Owner/Approver	COI		
3	Minimum list of document users to be notified upon release of document update	All Academic Staff and Students		
4	Document change history			
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		029/2015	26/03/15	Dalmas Pierre
	Change history (Section/change details)			
Text Transferred from Doc 009 'General Rules and Regulations.				

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If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today** !

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1 Enrolment of new students

- 1.1 New MCAST students must enrol during the application period held in July.
- 1.2 Enrolment automatically carries with it an obligation on the part of the candidate to comply with all MCAST regulations.

2 Enrolment of progressing students

- 2.1 Progressing students (i.e. those moving to a higher level course in their institute or in a different institute) must enrol during the application period for progressing students held in August.
- 2.2 **Precedence**

In circumstances beyond MCAST's control, progressing students shall take precedence over new applicants.

3 Enrolment of continuing students

- 3.1 Continuing students must also confirm that they are continuing on their programme of study by enrolling during the application period for continuing students held in August.

4 Late Applications

For students who do not enrol on time the following conditions shall apply,

- (a) New Students: late applications submitted by new students shall not be accepted.
- (b) Progressing students: late applications submitted by progressing students shall only be accepted up to two weeks after the closing date of applications. Progressing students applying late shall only be accepted if places are available.
- (c) Continuing students: late applications submitted by continuing students shall only be accepted until the end of the first full week in September.