

## Terms of reference of the Senate Review Committee on Readmission

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### 1. Status of the Committee

- 1.1 In terms of Section 28 of the Higher Education Act 101 of 1997, as amended, Senate is accountable to Council for the academic and research functions of the public higher education institution.
- 1.2 The Senate Review Committee on Readmission is a committee established by Senate in terms of the University's Statute. In terms of paragraph 33(1) of the University's Statute, Senate may establish committees in addition to the Senate Executive "to enable the Senate Executive to execute its functions".
- 1.3 The composition, manner of election, functions, procedure at meetings and dissolution of a Senate committee are determined by the institutional statute or institutional rules of the higher education institution.
- 1.4 The terms of reference of the Senate Review Committee on Readmission has a status similar to that of the terms of reference of other committees established by Senate, i.e. forms part of the institutional rules.
- 1.5 The Senate Review Committee for Readmission annually submits a report on its activities to Senate via the Senate Executive.

### 2. Purpose

- 2.1 Students who have been dismissed or excluded from further study as a result of failure to comply with the faculty-specific and University requirements for progress, may lodge and appeal for readmission in accordance with the prescribed process with the Faculty Appeals Committee.

- 2.2 Once a student's request for readmission has served before the relevant Faculty Appeals Committee and it was denied, such student may apply for a review of the faculty decision by the Senate Review Committee on Readmission which meets on prearranged dates at the beginning of the first and second semester each year.
- 2.3 In order to ensure consistent and fair handling of all matters placed before the Senate Review Committee on Readmission guidelines are provided in terms of which students may submit a request to the Committee for a review of their cases.

### **3. Composition**

3.1 The Senate Review Committee on Readmission is composed as follows:

- The Vice-Principal: Academic
- The Registrar (Chairperson)
- The Executive member responsible for Enrolment and Student Administration
- The Director: Enrolment and Student Administration (DESA)
- Two Senate members appointed by the Senate Executive
- Two members of the student community

3.2 The student members must be members of the Student Representative Council (SRC) and must be appointed by the SRC with due regard to diversity. The designated student members must have a sound academic record.

3.3 The Registrar will act as Chairperson of the Committee.

3.4 The Deputy Director: Student Administration will act as Secretariat of the committee.

### **4. Quorum**

4.1 If four members of the committee, including the Chairperson (or a duly designated representative) are present, there will be a quorum.

4.2 Decisions will be taken on the basis of a majority vote. In the event of a tie of votes, the Chairperson will have a casting vote.

### **5. Guidelines for requesting a review of an appeal**

5.1 The *Guidelines for readmission of students excluded under Regulation G3* and the *Guidelines for requesting a review by the Senate Review Committee on Readmission*

provide students with full details of the process and can be accessed via the web page of the Department of Enrolment and Student Administration (DESA).

- 5.2 Review applications are lodged electronically. A student will be required to complete the online application form for a review setting out the grounds for the request and submit it together with the supporting documentation which was submitted to the Faculty Appeals Committee. The Department of Enrolment and Student Administration publishes a checklist on its web page which students are to use as a guide when completing and submitting the online application for a review.
- 5.3 All requests for a review must be lodged before or on the date indicated on the University's calendar.

## **6. Functions, responsibilities and principles**

- 6.1 The role of the Senate Review Committee on Readmission is to examine the process followed by the Faculty Appeals Committee, the motivation (reasons) provided by the student, compliance with the University's rules and regulations on progression, the circumstances of the student and to establish whether the appeal process was handled in a consistent and fair manner.
- 6.2 When granting a student readmission (provisionally or otherwise), the Senate Review Committee on Readmission must be convinced that a student possesses the required ability and physical health to complete the programme he or she has enrolled for within a reasonable period of time.
- 6.3 The Senate Review Committee on Readmission considers the degree to which upholding an appeal would imply a deviation from the specific faculty requirements.
- 6.4 The deliberations of the Senate Review Committee on Readmission are confidential. However, all documentation will be accessible to UP academic and administrative staff on PeopleSoft for internal administrative use.
- 6.5 No member of the Senate Review Committee on Readmission provides reasons to a student with regard to an unsuccessful appeal.
- 6.6 The Secretariat or a designated staff member will draft an official letter providing feedback, which will include the reasons for the committee's decision as provided by the Deputy Director: Student Administration, to the student immediately after the meeting of the Senate Review Committee on Readmission.
- 6.7 Generally speaking, the aim of the process is to assist students to complete their degrees in support of the Fly@UP initiative. However, if a student's academic record, history and past performance provides clear evidence of consistent poor academic performance the committee will not deviate from the Faculty Appeals Committee's decision.

6.8 A decision by the Senate Review Committee on Readmission to readmit a student does not entail that the student is automatically entitled to financial support or residence placement.

**7. Associated documents**

- General Regulation G.3
- Terms of Reference of the Faculty Appeals Committees
- Guidelines for readmission of students excluded under Regulation G3 (available from DESA)
- Guidelines for requesting a review by the Senate Review Committee on Readmission (available from DESA)
- Faculty Regulations

**8. Review of terms of reference**

The terms of reference of the Senate Review Committee on Readmission shall be reviewed every four (4) years or otherwise whenever deemed necessary during the intervening period. The terms of reference current at the time of the review remains operative until it is formally amended.

**9. Approval**

The terms of reference of the Senate Review Committee on Readmission was approved by the Executive Management of Senate, as mandated by Senate, on 31 October 2016.

**10. Document metadata**

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