



## RENEWAL OF REGISTRATION, EXCLUSION FROM UP AND MEETING PREREQUISITES TO CONTINUE WITH SUBSEQUENT MODULES

### RENEWAL OF REGISTRATION

#### General Regulation G.3. Renewal of registration

- Students of the University of Pretoria are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.
- Re-registration is permitted **only**:
  - if the student has passed at least 50% of the modules enrolled for in a particular year of study;
  - if the student completes the degree for which he or she is registered within the prescribed minimum period (in the EMS Faculty, the minimum period to complete a degree is three years) plus a maximum of two years – that is a total of five years.

The EMS Faculty interpretation of the requirement that 50% of modules must be passed to continue with studies in the following year, is that students, to prevent exclusion from further studies at UP, must pass at least the number of credits per academic year set out below in the respective years:

### WHEN WILL AN UNDERGRADUATE OR HONOURS/POSTGRADUATE DIPLOMA STUDENT BE EXCLUDED FROM FURTHER STUDY AT EMS?

<b>FIRST YEAR STUDENTS</b>	<b><u>Decision</u></b>
<b><u>Less than 70 module credits passed by the end of the academic year</u></b>	Exclude
<b><u>Re-admitted with set conditions and student did not comply</u></b>	Exclude
<b>SECOND YEAR STUDENTS</b>	<b><u>Decision</u></b>
<b><u>Less than 80 module credits passed by the end of the academic year</u></b>	Exclude
<b><u>Re-admitted with set conditions and student did not comply</u></b>	Exclude
<b>THIRD YEAR STUDENTS AND BEYOND</b>	<b><u>Decision</u></b>
Able to complete three year degree in next academic year within the set 5 year limit	Re-admit
<b><u>Module credits failed/passed by the end of the academic year</u></b> Less than <b><u>60 credits</u></b> passed and cannot complete degree in current academic year	Exclude
<b><u>Re-admitted with set conditions and student did not comply</u></b>	Exclude
Exceeded the five year registration period	Exclude
Any modules on first year level still outstanding at third year level	Exclude

<b>HONOURS DEGREES AND POSTGRADUATE DIPLOMAS</b>	<b><u>Decision</u></b>
<p><b><u>The qualification must be completed in a maximum of two years</u></b></p> <p>Complete less than 50% of all modules prescribed to complete the degree/diploma in one year, in the first year</p>	Exclude

## **MODULE PREREQUISITES AND THEIR IMPACT ON CONTINUING WITH SUBSEQUENT MODULES**

Students should clearly understand that many modules in the EMS Faculty have set prerequisites and unless the prerequisites for a specific module are met, a student will not be allowed to register for that module.

For instance, to register for a second semester module you may be required to have passed the immediately preceding first semester module OR for second and third year modules, you may be required to have passed the immediately preceding respective first and second year modules. These prerequisites are strictly adhered to in the EMS Faculty and are prescribed to assist you. Prerequisites ensure that you have acquired the necessary knowledge to enable you to successfully complete a module for which the prerequisites are set.

## **GUIDELINES FOR LODGING AN APPEAL FOR RE-ADMISSION AFTER EXCLUSION**

If a student did not comply with the requirements for re-registration in the following academic year, he/she will be excluded from further study at UP. Students may appeal against the exclusion.

Appeals are lodged electronically. The ***online appeal application*** must be completed. The link will only be available on the Student Centre on ClickUP until 24:00 on the closing date – then it will be removed. **No late applications will be considered.**

A brief summary of the reasons for the poor academic performance must be given and valid supporting documentation (preferably from an external source) as well as a motivational letter must be uploaded on the system. A letter stating that you partied too much, forgot to study or attend lectures or did not focus on your studies, will not be considered. Student Administration will extract lists after the closing date to prepare the applications to serve at the EMS Faculty Appeals Committee. This committee consists of members of top management in the faculty.

***Note: Appeals without valid supporting documentation will not be considered.***

Appeals to the EMS Faculty Appeals Committee must be lodged electronically **3 working days before** a meeting of the EMS Faculty Appeals Committee is scheduled to take place for these to be considered at that specific meeting. The relevant meeting dates are set out immediately below.

The dates of the EMS Faculty Appeals Committee meetings for the rest of 2018 and for 2019, are as follows:

3 Dec 2018  
 25 Jan 2019  
 1 Feb 2019  
 15 July 2019  
 6 Dec 2019

The decision of the EMS Appeals Committee is final and appeals on appeals will not be considered

Undergraduate and Honours/PGD students who did not comply with the conditions set by the EMS Faculty Appeals Committee at an earlier date, will be dismissed and may not re-register at UP.

## **EXCLUSIONS PERTAINING MASTER'S AND DOCTORATE DEGREES**

<b>MASTER'S AND DOCTORATE DEGREES</b>
Contact Mrs Emily Mokhehle - 012 420 3643 or <a href="mailto:Emily.mokhehle@up.ac.za">Emily.mokhehle@up.ac.za</a> for guidance on exclusions related to Master's and doctoral degrees.