



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

RENEWAL OF REGISTRATION

General Regulation G.3. Renewal of registration (**General Regulations changed in 2022 – see impact in red**)

- 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 **60%** 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 **ONE** year– that is a total of **FOUR** years.

The EMS Faculty interpretation of the requirement that **60%** 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 **red**) in the respective years:

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

FIRST-YEAR STUDENTS	Decision
<u>Less than 75 module credits passed by the end of the academic year</u>	Exclude
<u>Re-admitted with set conditions and student did not comply</u>	Exclude No further opportunity to appeal
SECOND-YEAR STUDENTS	Decision
<u>Less than 85 module credits passed by the end of the academic year</u>	Exclude
<u>Re-admitted with set conditions and student did not comply</u>	Exclude No further opportunity to appeal
THIRD-YEAR STUDENTS AND BEYOND	Decision
Able to complete three-year degree in next academic year within set FOUR-year limit	Re-admit
<u>Module credits failed/passed by the end of the academic year</u> Less than 72 credits passed and cannot complete degree in current academic year	Exclude
<u>Re-admitted with set conditions and student did not comply</u>	Exclude No further opportunity to appeal

Exceeded the five-year registration period	Exclude
Any modules on first-year level still outstanding at third-year level	Exclude

HONOURS DEGREES AND POSTGRADUATE DIPLOMAS	<u>Decision</u>
<u>The qualification must be completed in a maximum of two years</u>	
Complete less than 60% of all module credits prescribed to complete the degree/ diploma in one year, in the first year	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 students did not comply with the requirements for re-registration in the following academic year, they will be excluded from further study at UP

Students may appeal against the exclusion. Appeals to the EMS Faculty Appeals Committee must be lodged electronically on the Student Centre on ClickUP, not later than the first official lecture day of the next semester to be considered at the upcoming meeting.

The appeals link will only be available until 24:00 on the closing date. **No late applications will be considered.**

A brief summary of the reasons and justification for the poor academic performance must be provided and the following documents must be uploaded on the Student Portal:

- valid supporting documentation (preferably from an external source eg medical certificate, death certificate, financial/bank statements etc); and
- a motivational letter. (Note that frivolous excuses contained in this letter will not be entertained).

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

The decision of the EMS Appeals Committee is final and applicants will be notified of the outcome within 10 working days of the meeting sitting. **Appeals on the outcome of an initial appeal 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. **No further opportunity to appeal will be available.**

EXCLUSIONS PERTAINING MASTER'S AND DOCTORATE DEGREES

MASTER'S AND DOCTORATE DEGREES
Contact Mr Marcel Deysel at the office of the Deputy Dean: Research and Postgraduate Studies on 012 420 4381 or marcel.deysel@up.ac.za for guidance on exclusions related to master's and doctoral degrees.