



**FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

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

**2023**

**RENEWAL OF REGISTRATION**

**General Regulation G.3. (Renewal of registration)**

1. Students are registered for one year of study, or for a shorter period as determined in general or in specific cases by Senate. 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.
2. In order to register for the next year of study and subject to specific faculty regulations:
  - 2.1 A student must pass at least 60% of the official credits listed for a year-level of study for a three-year programme.
  - 2.2 A student must be able to complete the programme for which they are re-registering within the prescribed minimum period (years = N) plus one year (N+1).

The EMS Faculty interpretation of the requirement that 60% of credits 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>	<u><a href="#">Decision</a></u>
<b><u>Less than 75 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 (no further opportunity to appeal)
<b>SECOND YEAR STUDENTS</b>	<u><a href="#">Decision</a></u>
<b><u>Less than 85 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 (no further opportunity to appeal)
<b>THIRD YEAR STUDENTS AND BEYOND</b>	<u><a href="#">Decision</a></u>
Able to complete a three-year degree in next academic year within the set 4-year limit, provided admission to the exam was obtained for all modules enrolled for	Re-admit

<b><u>A student who does not comply with the immediately preceding requirement as stated</u></b>	Exclude
<b><u>Re-admitted with set conditions and student did not comply</u></b>	Exclude
<b><u>Exceeded the four-year registration period</u></b>	Exclude
<b><u>Any modules on first year level still outstanding at third year level</u></b>	Exclude
<b><i>HONOURS DEGREES AND POSTGRADUATE DIPLOMAS</i></b>	<b><u>Decision</u></b>
<b><u>The qualification must be completed in a maximum of two years</u></b>  Complete less than 60% of all modules 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 via the link provided on **your Student Centre**. This is accessible via the UP Portal.

The closing dates for appeals are **15 July** for the FIRST SEMESTER and **31 January** for the END OF THE ACADEMIC YEAR even if the results for special exams and / or chancellor's exams (as applicable) are not yet available at the dates listed.

The link will only be available until 24:00 on the closing date. **NO LATE applications will be considered.**

A brief summary of valid reasons 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 e.g. medical certificate, death certificate, financial/bank statements etc); and
- a motivational letter.

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

The decision of the EMS Appeals Committee is final and applicants will be notified within 10 working days after the relevant meeting. **Appeals on the outcome of an initial EMS appeal will not be considered by the EMS Appeals Committee** again. Further appeals beyond Faculty level can be escalated to the

Senate Review Committee if requested from your degree's applicable Student Administrator.

Take note, however, that the Senate Review Committee merely reviews the procedures followed by the faculty to ensure the rules were applied consistently. The decision of the Senate Review Committee is **final**.

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><i>MASTER'S AND DOCTORATE DEGREES</i></b>
Contact the applicable departmental administrator or your supervisor.