

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES
RENEWAL OF REGISTRATION, EXCLUSIONS AND APPEALS

2024

RENEWAL OF REGISTRATION

Also refer to 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 two years (N+2).

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?

<i>FIRST YEAR STUDENTS</i>	<u>Decision</u>
Less than 75 module credits passed by the end of the academic year	Exclude
Re-admitted with conditions but <u>did not comply</u>	Exclude
<i>SECOND YEAR STUDENTS</i>	<u>Decision</u>
Less than 75 module credits passed by the end of the academic year	Exclude
Re-admitted with conditions but <u>did not comply</u>	Exclude
<i>THIRD YEAR STUDENTS AND BEYOND</i>	<u>Decision</u>
Able to complete a three-year degree in the next academic year within the N+2 regulation	Re-admit
Re-admitted with conditions but did not comply	Exclude
Exceeded the N+2 registration period	Exclude
Any modules on first year level still outstanding at third year level after the N+2 registration period has been exceeded	Exclude

HONOURS DEGREES AND POSTGRADUATE DIPLOMAS	<u>Decision</u>
<p>The qualification must be completed in a maximum of two years</p> <p>Complete less than 60% of all modules prescribed to complete the degree/diploma in one year, in the first year</p>	Exclude

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 the **Student Centre**. This is accessible via the UP Portal.

The closing dates for appeals are **15 July** for the FIRST SEMESTER and **20 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 23:55 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 (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 5 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.

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.