

## FACULTY OF MEDICINE AND HEALTH SCIENCES

### READMISSION APPEALS APPLICATION FAQs 2024 ACADEMIC YEAR

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#### 1. Who must apply for readmission?

Students who are no longer eligible to reregister at SU. There are usually the following groups of students who must apply for readmission (NB this is not an exhaustive list):

- 1.1. Current (2023) students who do not or will not have enough year or accumulated Hemis credits to continue at SU (See [SU General Calendar](#)) by the end of the academic year.
- 1.2. Current (2023) students who did not or cannot comply with the relevant programme-specific continuation criteria (See programme criteria in the [FMHS calendar](#)).
- 1.3. Current (2023) students who have been excluded from SU due to disciplinary reasons and who have been advised by the Central Disciplinary Committee to apply for readmission via the Readmission appeals Committee should they wish to return to SU.
- 1.4. Former FMHS students who were academically excluded and who did not previously apply for readmission or whose application for readmission was unsuccessful in previous years. These former students should have studied successfully elsewhere to be considered for readmission.
- 1.5. Former students who were excluded (suspended) from SU based on disciplinary reasons, who have been out of the programme for an extended period and who have been advised by the Central Disciplinary Committee (CDC) to apply for readmission via the Readmission Appeals Committee (RAC) should they wish to return to SU. These former students should have studied successfully elsewhere to be considered for readmission.

#### 2. When must I apply for readmission?

- 2.1. The RAC **application closing date** for the **December RAC meeting is 30 November 2023** and the application closing date for the **January RAC meeting is 19 January 2024**.
- 2.2. The Committee meets at the end of the year (in December) and again in January every year.
- 2.3. You can only apply for readmission for a specific programme and academic year **once** per readmission cycle.
- 2.4. If your application was unsuccessful in December, you cannot be considered at the January session, and you will have to wait until the following year's readmission meeting/s to reapply for reconsidered for the next academic year.

#### 3. How do I apply for readmission?

- 3.1. Fully complete the SU application form online at <https://student.sun.ac.za/>.
- 3.2. Fully complete the readmission appeals application form, which is available [here](#) and e-mail the completed form to [fmhs\\_readmit@sun.ac.za](mailto:fmhs_readmit@sun.ac.za).

#### 4. Who can I contact about my RAC application?

The Deputy Registrar's Office on the Tygerberg Campus and faculty officer on the Stellenbosch campus is available to handle your RAC application enquiry. You can contact them via the [fmhs\\_readmit@sun.ac.za](mailto:fmhs_readmit@sun.ac.za) address for assistance.

#### 5. I applied for readmission; how long will it take to receive the outcome of my application?

Feedback on the outcome of RAC applications is provided to applicants at the latest 48 hours after the relevant RAC meeting.

**6. Can I attend classes/clinical rotations while my application is still pending in January?**

Yes. Students who were academically excluded from SU and who are awaiting the outcome of their RAC appeal are encouraged to attend academic activities pending the outcome of the RAC meeting. This is to ensure that they maintain academic and clinical contact if that they are readmitted so that they do not have to catch up on missed classes, assessments, or clinical exposure.

**7. I am unable to afford the readmission application fee, who can I contact?**

Contact the Deputy Registrar's Office on the Tygerberg Campus and faculty officer on the Stellenbosch campus to determine how you can be assisted. You can contact them via the [FMHS\\_readmit@sun.ac.za](mailto:FMHS_readmit@sun.ac.za) address for assistance.

**8. What would happen if I failed to submit my application with supporting documents on time?**

- 8.1. Please contact the Deputy Registrar's Office ([fmhs\\_readmit@sun.ac.za](mailto:fmhs_readmit@sun.ac.za)) immediately to outline the reasons for the delay in submitting your application and supporting document/s on time.
- 8.2. Requests for late consideration will be dealt with on merit on a case-by-case basis. No late requests for consideration will be considered after the relevant RAC meeting has concluded for the year.
- 8.3. If you miss the agenda deadline for the December/January meeting and you are unable to submit your application with academic results and supporting evidence, due to inadequate planning and/or negligence, your application will unfortunately not be considered and will have to stand over to the next readmission meeting (if one is available) or to the following year's readmission meeting cycle.
- 8.4. You can only apply for readmission for a specific programme and academic year **once** per readmission cycle.
- 8.5. If your application was unsuccessful in December, you cannot be considered at the January session, and you will have to wait until the following year's readmission meeting/s to reapply for reconsidered for the next academic year.

**9. What will happen if I have submitted my application on time, but I am unable to submit one or more of my supporting documents on time?**

- 9.1. Please contact the Deputy Registrar's Office ([fmhs\\_readmit@sun.ac.za](mailto:fmhs_readmit@sun.ac.za)) immediately to outline the reasons for the delay in submitting your supporting document/s on time. Requests for late consideration will be dealt with on merit on a case-by-case basis. No late requests for consideration will be considered after the relevant RAC meeting has concluded.
- 9.2. If you miss the agenda deadline for the December meeting and you are unable to submit your application with academic results and supporting evidence, your application will unfortunately not be considered in December and will have to stand over to the next readmission meeting in January.
- 9.3. If your supporting document/s is/are not available in time for the January meeting, you must decide if your application should serve at the January meeting without the relevant supporting document/s or your application will be deferred to the following year's readmission meeting cycle.
- 9.4. If you decide to submit your application for the December/January meeting without the relevant supporting document/s it is strongly recommended that you include this information in your application under the relevant section. Motivations submitted without any substantiating evidence to support a motivation for which no explanation has been provided, will not be considered by the RAC.

**10. Would it be possible for you to give me an example of what someone in my position (whose reapplication was successful) studied?**

Each application is unique and confidential, and unfortunately, we are therefore unable to share such information.

**11. Can I apply to be readmitted to another programme and faculty at SU?**

You may apply for readmission to the same or a different programme in the faculty where you were previously registered, or to a programme in a different faculty, but you are only allowed to apply for readmission to one programme. If your application for readmission to that programme is not successful, you will not be allowed to apply for readmission to a different programme, or as a special student.

Programmes to which you MAY NOT apply for readmission if you were NOT registered for such a programme

- BA and BSc (Sport Science)
- BA and BCom (Law)
- LLB and BAccLLB
- BSc (Food Science)
- BSc in Dietetics
- BSc in Physiotherapy
- B of Nursing
- B of Occupational Therapy
- B of Speech-Language and Hearing Therapy
- MBChB

**12. Can I appeal the outcome of my readmission appeal application?**

- 12.1. Where an application has been turned down, no information in further substantiation shall be accepted afterwards.
- 12.2. The decision of the Readmission Appeals Committee is final, and no second appeal from the same applicant shall be considered for the same academic year.
- 12.3. You are however able to apply for readmission for the next or a later academic year, provided you have studied successfully elsewhere.

**13. Who can I contact to help me plan my way forward after being excluded from SU?**

- 13.1. In your own interest, we urge you to consult the Centre for Student Counselling and Development (CSCD) (Tygerberg Campus) on your planning for the future.
- 13.2. You are welcome to make an appointment via [supportus@sun.ac.za](mailto:supportus@sun.ac.za).
- 13.3. The CSCD will facilitate a screening session with one of the Registered Counsellor's to see how they can help you and recommend further support for you. However, you won't be able to start a therapy process with one of the therapists as you will no longer be a registered student of SU.
- 13.4. Please note that such an appointment will not lead to a further appeal against the Readmission Appeals Committee's decision.

**14. If I study somewhere else, should I take certain modules or is it okay if I do full degree?**

You should take enough of an academic load (credits) to provide evidence to the RAC committee of academic rehabilitation. You can do so by pursuing a new degree altogether or taking modules for non-degree purposes at an NQF level 7<sup>1</sup> at least.

**15. Do my modules/degree choice have to be of a certain NQF level? If so, which one specifically?**

- 15.1. Your modules/degree should be at NQF Level 7 at least (preferable NQF level 8 which is equal to the undergraduate degree you were excluded from).
- 15.2. If you were unable to access a degree programme or modules for non-degree purposes, you may consider taking non-credit bearing short courses that cover component of the modules/coursework you underperformed in.
- 15.3. Additionally, the content of the modules should preferably relate to the modules you failed in the programme you are applying to be readmitted to.

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<sup>1</sup> <https://www.saga.org.za/>

**16. Would it suffice to follow a programme like a general BSc?**

It is recommended that you register for a degree or modules within the natural/ biological/ medical/ health sciences fields or in a field related closely to your programme's content such as in Arts or Social Sciences.

**17. How long do I have to wait until I can reapply for readmission?**

- 17.1. The Committee meets at the end of the year (in December) and again in January every year. You can only apply for readmission for a specific programme and academic year once per readmission cycle.
- 17.2. If your application was unsuccessful in December, you cannot be considered at the January session, and you will have to wait until the following year's readmission meeting/s to reapply for reconsidered for the next academic year.
- 17.3. One of the main supporting documents the committee requires is evidence of improved academic performance. Therefore, you must submit your full academic results for all semesters studied as soon as you have received them, but before the RAC application closing date (end November/ mid-January).
- 17.4. Some applicants' results may be too late for the December meeting of the Committee; these applications will therefore only be considered in January.

**18. How long do I have before my credits of completed theory modules expire/ when is the last year I can apply for readmission?**

- 18.1. Your credits obtained previously at SU for theory modules will remain valid if there are no curriculum changes and provided that the relevant programme does not require you to audit/ repeat content as part of your reintroduction to the programme.
- 18.2. Programmes and modules undergo curriculum changes, and that may influence your application should you wait too long. Keep in touch with your programme coordinator should you decide not to reapply immediately after being excluded from the programme.

**19. How long do I have before my credits of completed clinical/practical modules expire/ when is the last year I can apply for readmission?**

- 19.1. Your credits obtained previously at SU for completed clinical/practical modules will remain valid if there are no curriculum changes and if you have been able to remain clinically or practically active and provided that the relevant programme does not require you to audit/ repeat content as part of your reintroduction to the programme.
- 19.2. Programmes and modules undergo curriculum changes, and that may influence your application should you wait too long. Keep in touch with your programme coordinator should you decide not to reapply immediately after being excluded from the programme.
- 19.3. If too much time has passed since leaving the programme, and you are readmitted, you may have to repeat clinical/practical modules anew to regain the required clinical/practical exposure needed to be deemed clinically and professionally competent.

**20. What criteria will the readmission appeals committee take into consideration when reviewing my readmission appeal application?**

The RAC considers the circumstances beyond the applicant's control that have contributed to them underperforming academically. The RAC only considers information provided by the applicant regarding these circumstances that have been substantiated i.e., that are supported with evidence.

The readmission appeals committee will consider amongst others:

- 20.1. Whether there is a motivation put forward by the applicant outlining the circumstances beyond their control which caused them to be excluded from SU (applications submitted without a motivation will be unsuccessful).
- 20.2. Whether the motivation put forward by the applicant constitutes as circumstances beyond their control or not (does the applicant show insight into the reasons for their poor academic performance).
- 20.3. Whether the motivation is fully substantiated (applications submitted without substantiating evidence to support the motivation will be unsuccessful).

- 20.4. Whether the applicant has the proven academic potential to complete the programme (e.g., former SU students: that they have studied successfully elsewhere at an appropriate NQF level or current SU students: They have performed well in other applicable modules at SU)
- 20.5. Whether the programme can be completed in a reasonable time (the minimum duration of the programme is considered in relation to the student's time spent in the programme and elsewhere).
- 20.6. For readmission purposes, account is taken of the total number of years that a student has studied at a university, regardless of any change of instructional programme.
- 20.7. Whether the applicant has proven that they have remediated or is in process to successfully remediate from by example receiving appropriate treatment for the circumstances beyond their control.
- 20.8. Whether the applicant has an executable plan and the necessary support and/or ability to function self-sufficiently to return to the programme and to be successful.
- 20.9. Whether returning to the programme is in the best interest of the applicant.
- 20.10. Where an application has been turned down, no information in further substantiation shall be accepted afterwards.

Applicants are advised to thoroughly complete the Readmissions Appeals Application form and submit **ALL** evidence relevant to their personal circumstances and reasons for underperformance that led to their academic exclusion from SU.

**21. If I have a mental health or a medical condition, does this need to be in my application and if so, what information do you need?**

To make a well-informed decision regarding your application, the RAC requires, all information and supporting documents relevant to your personal, health and well-being specifically related to before and during the time you experienced academic challenges. The following information may be helpful to the RAC:

- 21.1. A letter including the diagnosis of your condition offered by a registered healthcare practitioner, including the severity thereof and impact on your ability to perform academically, prognosis including for example a treatment plan and recommendation of whether it will be beneficial for you to be readmitted and/or whether the treating health care practitioner is of the opinion that you are well enough to return to and be successful in your studies.
- 21.2. Please find the template available for [External Mental Health Practitioners Report](#) or contact us for this document.

**22. If I have applied for readmission previously but was unsuccessful, what kind of information do you need now?**

- 22.1. You need to provide the committee evidence of academic remediation by studying something related to the programme you were excluded from, elsewhere, at an NQF level 7 at least.
- 22.2. It is suggested that you consider the content of the module/s in which you were unsuccessful and if you are unable to find a suitable formal qualification/module and the if the module's content was related to clinical or practical work, that you consider supervised volunteer/formal work in a clinical setting for a prolonged and sustained period in an appropriate setting.
- 22.3. In addition, you also need to provide the committee with recent and updated evidence that you have addressed the other circumstances beyond your control you put forward that have caused your exclusion. **Example:** If you say you were compromised due to mental health challenges in previous years, you need to provide evidence of treatment since then and a recent report from your treating health care practitioner outlining this treatment and their professional recommendation on your ability to engage academically again. Please find the template available for [External Mental Health Practitioners Report](#) or contact us for this document.

**23. I failed clinical modules and cannot find another programme that offers this elsewhere. How can I prove remediation in this case?**

23.1. It is recommended that former students who have failed clinical/practical modules and cannot find another programme that offers this module content, consider supervised volunteer/formal work in an appropriate clinical setting for a prolonged and sustained period.

23.2. The volunteer supervisor should provide a report outlining the extent to the former student's activities and in their readmission application the former student should clearly indicate how this relates to the practical/clinical module failed.

**24. Can I keep my residence place if I am readmitted?**

Yes, you can keep your SU residence place provided you applied for re-placement during the relevant re-application period, and you were re-placed in a Tygerberg Campus/ Stellenbosch Campus residence.

**25. How long do I have to vacate my residence room after being excluded from SU?**

Students who have been academically excluded and whose application for readmission was unsuccessful will have 48 hours to vacate their SU residence room after being informed of the final readmission appeal outcome.

Updated 10 January 2024