FACULTY OF MEDICINE AND HEALTH SCIENCES

Guidelines: Interruption of undergraduate studies

Background:

The Faculty of Medicine and Health Sciences recommends that undergraduate studies at the Faculty be interrupted when a student's approved application for leave of absence is of such a nature that catching up and completing the relevant academic responsibilities is impossible within the normal time allowed for the specific module, year or programme.

1. **The undergraduate programme committees may consider the following reasons for interrupting a person's studies:**

1.1 The reasons that follow set the guidelines for considering applications for the interruption of undergraduate studies:

1.1.1 medical reasons;
1.1.2 financial considerations;
1.1.3 international participation in sport and other extramural activities;
1.1.4 very special, well-motivated personal circumstances.

1.2 All applications must be supported by appropriate motivational documents; for example, medical certificate(s), financial statement(s) and affidavits.

1.3 Requests that are approved according to the Faculty's internal procedure must be included in the next recommendation report by the Committee for Undergraduate Teaching (CUT) to the Faculty Board.

1.4 Permission to interrupt a person's studies may be granted no more than twice in the course of a student's undergraduate years; unless the Faculty Board should grant permission for a further opportunity in light of exceptional circumstances.

2. Application procedure for the interruption of studies:

2.1 Students or their treating physician must submit written application for interrupting their studies (accompanied by supporting documents, such as a medical report by the treating physician) with the programme coordinator concerned.

2.2 The application must be submitted to the relevant undergraduate programme committee (UPC) for consideration, thereafter it must be submitted to the CUT and eventually to the Faculty Board for decision.

2.2.1 Should a student's application for interruption prove to be incompatible with the dates for the relevant UPC and CUT meetings, the programme coordinator concerned,

together with either the Vice-Dean: Learning and Teaching or the Deputy Registrar (Tygerberg Campus), may make an immediate recommendation to be tabled at the next UPC meeting for ratification. Such recommendations must be communicated to the Faculty Administrator (Tygerberg Campus) as soon as possible, who should communicate the decision to other relevant parties.

2.2.2 In such instances, the programme coordinator must fully inform the student of the process of approving an interruption and the procedure for resuming their studies (set out in point 3 below).

2.3 The secretary of the relevant UPC must communicate the recommendation of an interruption via e-mail within five working days after the conclusion of the meeting to the Faculty Administrator (Tygerberg Campus), who must report the recommendation formally to the relevant parties (the Deputy Registrar, the coordinator of this office and the Faculty Officer (Tygerberg Campus)).

2.4 The Faculty Officer (Tygerberg Campus) should enter the recommendation regarding an approved application for interruption in the “Senate” field of the student’s record.

2.5 This entry must include the exact starting and end dates of the interruption, as well as the module(s) and clinical rotation(s) – if any – concerned.

2.5.1 In the case of students who have interrupted their studies for health reasons, the treating physician must indicate a tentative end date and inform the programme coordinator concerned if the physician would recommend that the period indicated be extended.

2.6 The relevant UPC report must be submitted to the CUT and the Faculty Board for consideration, following which the Faculty Administrator (Tygerberg Campus) must inform students in writing of the outcome, along with all conditions that may apply to the interruption and resumption of their studies.

2.6.1 In cases where students interrupt their studies for medical reasons, the Faculty Administrator will request the student to submit a report by their treating physician regarding the resumption, or not, of their studies to the relevant programme coordinator, by an agreed-upon date to be determined by the programme coordinator.

2.7 During the period of interruption, students whom the Faculty Board has granted permission to interrupt their studies for health reasons may not participate in academic activities, except by permission of the programme coordinator or upon recommendation by their treating physician.

2.8 Students who interrupt their studies will remain registered students with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)

3. Resumption of studies after a period of interruption:

3.1 The programme coordinator (or another delegated person) must inform the Faculty Administrator and the Deputy Registrar (Tygerberg Campus) of a student’s resumption of studies, after having considered all the required information.

3.2 The period of interruption will be extended or the student's studies will be discontinued if the programme coordinator and the Vice-Dean: Learning and Teaching should find, in light of the required information, that the student concerned be unfit to resume the programme.

3.3 If a student is considered fit to resume their studies, the Faculty Administrator and the Deputy Registrar (Tygerberg Campus) will make the necessary arrangements for re-registration.

3.4 If a student should require further assistance, other arrangements will be made as necessary in consultation with the student, the programme coordinator concerned and other student support staff at Tygerberg Campus or elsewhere.

3.5 Students who have interrupted their studies in the preceding year must submit a progress report with the programme coordinator by 31 January of the year following the interruption.

3.6 Should the Faculty receive no feedback by 31 March from students who interrupted their studies during the preceding year, they will be deregistered. After that date, students have to apply to the programme committee concerned for re-enrolment in the programme.

3.6.1 In the case of students who discontinue their studies, the statutory body concerned (the HPCSA[1] and SANC[2]) must be informed that those students' registration with the relevant body has to be cancelled.

4. <u>Management of the academic records and class fees of students who received permission to interrupt their studies:</u>

4.1 The Deputy Registrar and the Faculty Administrator (Tygerberg Campus), in consultation with the divisions Student Information System (SIS) and Student Fees, must manage the academic records and class fees of such students on an ad hoc basis.

4.2 Students who have already earned class marks may, subject to the relevant programme coordinator's permission, transfer their class mark to the following year; provided that it complies with the University's requirements for admission to an examination and with programme-specific stipulations regarding the period for which class marks are valid. The programme coordinator may also agree to transfer complete sections of modules that are subject to flexible assessment to the following year or to such time that a student is ready to resume their studies.

4.2.1 In such cases, each student's academic record and class fees will be managed on an ad hoc basis.

4.3 Students will not be charged class fees for a module for which they have already obtained a class mark, or for a section of a module that they have completed and that is assessed by

[1] HPCSA: the Health Professions Council of South Africa, which regulates the health professions in the country as regards aspects of registration, teaching and training, professional conduct, and ethical conduct with the aim to ensure continued professional development and to promote adherence to healthcare standards. Registration with the HPCSA applies to MB,ChB, Physiotherapy, Speech-Language and Hearing Therapy, Occupational Therapy, and Dietetics as from the first year of study. (http://www.hpcsa.co.za/Professionals/EducationTraining)

[2] SANC: the South African Nursing Council, which is the body entrusted with setting and maintaining standards for the teaching of nursing and nursing practice in the Republic of South Africa. (http://www.sanc.co.za/education_and_training.htm)

means of continuous or flexible assessment; unless the student concerned did not fulfil their academic responsibilities, or unless the programme coordinator should determine that it would be to their benefit to repeat the relevant module or section of a module. Students are however liable for the increase in class fees from one year to the next as well as any programme fees.

4.4 Any amendment(s) to a student's class fees is subject to the approval by the Senior Director Business Management of the FMHS.

Approved by the Faculty Board, FMHS on 11 February 2019.

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Fakulteit Geneeskunde en Gesondheidswetenskappe

Sentrum vir Studente Administrasie (Tygerbergkampus)

Riglyne: Onderbreking van voorgraadse studies

Agtergrond:

Die onderbreking van voorgraadse studie in die Fakulteit Geneeskunde en Gesondheidswetenskappe word aanbeveel indien ’n student se goedgekeurde aansoek om Verlof tot Afwesigheid van so ’n aard is dat die student nie hulle akademiese verpligtinge binne die normale tydsduur van die spesifieke module, jaargang of program kan inhaal en voltooi nie.

4. **Soorte onderbrekings wat deur die betrokke Voorgraadse Programkomitees oorweeg kan word:**

4.1 Die volgende moontlike redes vir onderbreking van voorgraadse studies dien as riglyne vir aanvaarbaarheid wanneer versoeke in hierdie verband oorweeg word:

4.1.1 Mediese redes,
4.1.2 Finansiële redes,
4.1.3 Internasionale Sportdeelname en deelname aan ander internasionale buitemuurse aktiwiteite,
4.1.4 Baie spesiale, goed gemotiveerde persoonlike omstandighede.

4.2 Alle versoeke moet gemotiveer word aan die hand van toepaslike stawende dokumente, byvoorbeeld mediese sertifikaat(e), finansiële staat(e), beëdigde verklaring(s), ensovoorts.

4.3 Versoeke wat ingevolge die interne prosedure van die Fakulteit goedgekeur word, word in die eersvolgende Komitee van Voorgraadse Onderrig (KVO)-aanbevelingsrapport aan die Fakulteitsraad opgeneem.

4.4 Toestemming tot die onderbreking van voorgraadse studie word hoogstens twee keer in die loop van die studie verleen, behalwe as die Fakulteitsraad, op grond van buitengewone omstandighede, toestemming tot ’n verdere geleentheid verleen.

5. **Prosedure vir aansoek om onderbreking van studie:**

5.1 Die student of die behandelende geneesheer dien ’n skriftelike aansoek om onderbreking van studie (met ondersteunende dokumente, bv. ’n mediese verslag van die geneesheer wat hulle behandel) by die betrokke Programkoördineerder in.

5.2 Die aansoek word aan die betrokke Voorgraadse Programkomitee (VPK) voorgelê vir oorweging en word aan die KVO en uiteindelik aan die Fakulteitsraad voorgelê vir ’n besluit.

5.2.1 Indien die student se aansoek om onderbreking nie met die betrokke VPK- en KVO-datums ooreenstem nie, mag die Programkoördineerder saam met die Visedekaan: Leer en Onderrig of die Adjunkregistrateur (Tygerbergkampus), 'n onmiddellike aanbeveling maak wat by die volgende VPK gerapporteer word vir bekragtiging. Sulke aanbevelings moet so gou moontlik aan die Fakulteitsadministrateur (Tygerbergkampus) kommunikeer word, wat die besluit aan ander belanghebbendes sal kommunikeer.

5.2.2 In sulke gevalle moet die Programkoördineerder die student volledig inlig rakende die goedkeuringsproses van onderbreking en die prosedure rakende die hervatting van studie soos uiteengesit in punt 3 hieronder.

5.3 Die Sekretaris van die betrokke VPK kommunikeer die onderbrekingsaanbeveling, per e-pos, binne vyf werksdae na afloop van die vergadering, aan die Fakulteitsadministrateur (Tygerbergkampus), wat die aanbeveling formeel aan ander belanghebbendes kommunikeer (die Adjunkregistrateur, die Koördineerder van dié kantoor, en die Fakulteitsbeampte (Tygerbergkampus)).

5.4 Die Fakulteitsbeampte (Tygerbergkampus) bring die aanbeveling rakende die goedgekeurde onderbrekingsaansoek, op die senaatsveld van die student se rekord aan.

5.5 Dié aanbeveling behoort die presiese begin- en einddatums van die onderbreking in te sluit en ook watter module(s) en/of kliniese rotasie(s) betrokke is.

5.5.1 In die geval van studieonderbreking weens gesondheidsredes moet die behandelende geneesheer 'n voorlopige einddatum aandui en die betrokke programkoördineerder in kennis stel indien hulle aanbeveel dat hierdie periode verleng moet word.

5.6 Die relevante VPK-rapport word vervolgens aan die KVO en Fakulteitsraad voorgelê vir oorweging, waarna die student skriftelik, deur die Fakulteitsadministrateur (Tygerbergkampus), van die uitslag in kennis gestel word, met alle voorwaardes rakende hulle onderbreking en hervatting van studie.

5.6.1 Sou die student op grond van mediese redes onderbreek sal die Fakulteitsadministrateur 'n versoek aan die student rig om 'n verslag van die behandelende geneesheer aan die betrokke Programkoördineerder voor te lê, insake die hervatting al dan nie van hulle studie, teen 'n ooreengekome datum, wat deur die Programkoördineerder bepaal sal word.

5.7 Studente wat toestemming van die Fakulteitsraad ontvang om hulle studie weens gesondheidsredes te onderbreek, mag slegs met toestemming van die Programkoördineerder of op aanbeveling van hulle behandelende Geneesheer aan enige akademiese aktiwiteite deelneem in die tydperk van die onderbreking.

5.8 Studente wat hul studies onderbreek, bly geregistreerde studente by die Raad vir Gesondheidsberoepe van Suid-Afrika (RGBSA/HPCSA) of die Suid-Afrikaanse Raad op Verpleging (SARV/SANC)

6. **<u>Hervatting van studies na afloop van onderbreking:</u>**

6.1 Die Programkoördineerder (of die persoon aan wie dit gedelegeer word) stel die Fakulteitsadministrateur (Tygerbergkampus) en die Adjunkregistrateur (Tygerbergkampus) in kennis van die student se studiehervatting, nadat alle nodige inligting oorweeg is.

6.2 Die student se onderbreking sal verleng word, of hulle studie sal gestaak word indien die Programkoördineerder en die Visedekaan: Leer en Onderrig, op grond van die nodige inligting, bevind dat die student nie geskik is om met die program voort te gaan nie.

6.3 Sou die student kan hervat, sal die nodige herregistrasiereëlings deur die Fakulteitsadministrateur (Tygerbergkampus) en die Adjunkregistrateur (Tygerbergkampus) getref word.

6.4 Indien die student verdere ondersteuning benodig sal ander nodige reëlings getref word, in oorleg met die student, die betrokke Programkoördineerder en ander ondersteuningspersoneel op die Tygerbergkampus of elders.

6.5 Indien die student in die voorafgaande jaar onderbreek het, moet die student, teen 31 Januarie van die jaar na onderbreking, ŉ verslag by die Programkoördineerder indien om hul vordering te rapporteer.

6.6 Indien die fakulteit geen terugvoer vanaf ŉ student wat in die voorafgaande jaar onderbreek het, teen 31 Maart van die jaar na onderbreking, ontvang nie, sal die student se studie gestaak word. Die student sal daarna by die betrokke Programkomitee aansoek moet doen vir herinskakeling by die program.

6.6.1 Indien ŉ student se studie gestaak word, sal die betrokke statutêre liggaam (HPCSA[3] en SANC[4]) in kennis gestel word om die student se registrasie by daardie liggaam te staak.

5. **<u>Bestuur van die studente se akademiese rekords en klasgelde wat toestemming kry om hulle studies te onderbreek:</u>**

5.1 Die bestuur van die akademiese rekords en klasgelde van die studente, sal op ŉ geval-tot-geval basis deur die Adjunkregistrateur (Tygerbergkampus) en die Fakulteitsadministrateur (Tygerbergkampus), in oorleg met Studente-Inligtingstelsel-Ondersteuning (SISO) en Studentegelde, hanteer word.

5.2 Studente wat reeds klaspunte vir modules verwerf het, sal met toestemming van die betrokke Programkoördineerder, hulle klaspunte na ŉ volgende jaar kan oordra, indien dit voldoen aan

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[3] *Health Professions Council of South Africa* (HPCSA). Die Raad reguleer die gesondheidsberoepe in die land in aspekte rakende registrasie, onderrig en opleiding, professionele gedrag en etiese gedrag, om voortgesette professionele ontwikkeling te verseker en om die nakoming van gesondheidsorgstandaarde te bevorder. Registrasie by die HPCSA is van toepassing op MB,ChB, Fisioterapie, Spraak-Taal en Gehoorterapie, Arbeidsterapie en Dieetkunde vanaf die eerstejaar in. (http://www.hpcsa.co.za/Professionals/EducationTraining)

[4] *South African Nursing Council* (SANC) is die liggaam wat toevertrou is om standaarde van verpleegonderrig en -praktyk in die Republiek van Suid-Afrika in te stel en te handhaaf. (http://www.sanc.co.za/education_and_training.htm)

die universiteit se vereistes vir toegang tot ’n eksamen en programspesifieke bepalings m.b.t. die duur van geldigheid van klaspunte. Die Programkoördineerder kan ook instem om voltooide gedeeltes van modules wat onderworpe is aan buigsame assessering oor te dra na ’n volgende jaar of totdat ’n student gereed is om hul studie te hervat.

5.2.1 ’n Student se akademiese rekord en klasgelde, sal in sulke gevalle, op ’n ad hoc basis hanteer word.

5.3 ’n Student sal nie weer klasgelde gehef word vir ’n module waarin hulle reeds ’n klaspunt verwerf het of ’n gedeelte van ’n module voltooi het wat deur middel van deurlopende of buigsame assessering geassesseer word nie, tensy die student nie hulle akademiese verpligtinge nakom nie en indien die Programkoördineerder bepaal dat dit in die student se guns sal wees om hierdie module of hierdie gedeelte van ’n module te herhaal. Studente is egter aanspreeklik vir die verhoging van klasgelde vanaf een jaar na die volgende sowel as enige programfooie.

5.4 Enige wysiging(s) tot 'n student se klasgelde is onderworpe aan die goedkeuring deur die Senior Direkteur Besigheidbestuur van die FGGW.

Goedgekeur deur die Fakulteitsraad, FGGW op 11 Februarie 2019.