

ANNEXURE

RULES FOR MAXIMUM PERIOD OF ENROLMENT FOR STUDENTS

7. Continued enrolment *during* the maximum period of enrolment

7.1 Undergraduate programmes

You must register as a student every year for the full duration of your studies until you are awarded the degree concerned (see the section "Bachelor degree programmes" below), except if the Faculty Board should approve your interrupting your studies (consult section 8, "Leave of absence and interruption of studies", below).

You will be allowed to register for a subsequent year only if you have made sufficient progress in your studies in the year before, and if you comply with the programme-specific requirements for each year of reregistration (see the section "Bachelor degree programmes" below) as well as the SU and FMHS requirements for readmission (see the section "Readmission after unsuccessful study" below).

7.1.1. Continued enrolment *after* the maximum period of enrolment

Once the normal maximum enrolment period (F) has expired, you may re-register for undergraduate studies only after having applied successfully for readmission to continue your studies, as follows:

- by submitting a fully substantiated motivation to the Readmission Appeals Committee (RAC) outlining the circumstances beyond your control that have contributed to your delayed progress in the programme, why you should be allowed to return to the programme and how you will ensure success in future; and
- by submitting such motivation by the deadline for applications set by the RAC for the year in which you wish to continue your enrolment.

If the RAC grants your appeal, you will have the minimum time remaining in the programme to complete it.

Normally, the RAC grants or recommends extension of the permitted maximum period of enrolment only once.

You remain liable for all outstanding fees on your student fee account, and you will be liable for the full study fees (programme, module, and related approved expenses) of modules you have not completed, as determined by the faculty and approved by the student fees committee.

See Table 1 below for the maximum periods of enrolment for the respective undergraduate programmes.

Table 1: Maximum periods of undergraduate registration

| Programme | Year of enrolment | | | | | | | | |
|----------------|-------------------|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 4-year degree* | M | M | M | M | F | X | | | |
| MBChB** | M | M | M | M | M | M | F | X | |

* **Please note** A four-year degree is regarded as a professional Bachelor's degree with a minimum credit value of 480 credits and with an exit at NQF level 8

** **Please note** The MBChB degree is regarded as a professional Bachelor's degree with a minimum credit value of 914 credits and with an exit at NQF level 8

Legend

M = Minimum enrolment period = Normal enrolment period

F = Final year by concession = Normal maximum enrolment period

X = Enrolment only if readmission has been approved by the Readmissions Appeals Committee or the Faculty Board, if you are a final-year MBChB student who needs to repeat domains of the Late Clinical Rotations modules

7.2 Postgraduate programmes

You must register as a student every year for the full duration of your studies until you are awarded the degree or diploma concerned (see the section "Continuation of Registration for Postgraduate Programmes" in Part 1 of the University Calendar), except if the Faculty Board should approve an interruption of your studies (see the section "Interruption of master's and doctoral studies" in Part 1 of the University Calendar).

You will be allowed to register for a subsequent year only if you have made sufficient progress in your studies. If your progress is insufficient, the relevant postgraduate programme committee may recommend that the Faculty Board deny continuation of your postgraduate (PG) studies. The Faculty Board may consider the following, among other things:

- whether you could reasonably be expected to complete the programme within the relevant maximum period of enrolment, considering your progress to date and any circumstances that might have influenced this; and
- to what extent you have shown, to date, that you can work independently on assignments, theses and dissertations and that you have made sufficient clinical and academic progress in programmes where it is applicable.

7.2.1 Continued enrolment *after* the maximum period of enrolment

After the normal enrolment period has expired, postgraduate students may administratively be allowed a concessionary final year by the academic environment concerned (F in the table below). You may register for it, if permitted by the academic environment, without having to apply for readmission (see Table 2 below). Thereafter, you may register for an additional maximum year (X) as a postgraduate student only if you have officially and successfully applied for readmission to continue your studies, as follows:

- by submitting a fully substantiated motivation to the chair of the relevant postgraduate programme committee, outlining the reasons why you have failed to progress sufficiently to date and past the normal as well as the concession years for the degree, why you should be allowed to return to the programme for a last chance to complete the degree, and how you will ensure success in the additional maximum year; and
- by submitting such motivation by 15 January of the maximum year in which you wish to continue your enrolment.

If the postgraduate programme committee recommends that the Faculty Board approve your application and the Board grants such approval, you will have the minimum time remaining in the programme to complete it.

You remain liable for all outstanding fees on your student fee account, and you will be liable for the full study fees (programme, module, and related approved expenses) of modules you have not completed, as determined by the faculty and approved by the student fees committee.

Note: If you are a PhD student, you must obtain Senate's permission to extend your studies past the final allowed registration year (F), based on the Faculty Board's recommendation.

Normally, the Faculty Committee and Faculty Board recommends/grants extension of the permitted maximum period of enrolment only once. No further registrations will be considered, except in highly exceptional circumstances, which need to be considered by the Dean, for motivation to the Faculty Board or, in the case of a PhD, to Senate.

See Table 2 below for the maximum periods of enrolment for the respective postgraduate programmes.

Table 2: Maximum periods of postgraduate registration

| Programme | Year of enrolment | | | | | | |
|---------------------------------|-------------------|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Hons/PG Dip full time | M | F | X | | | | |
| Hons/PG Dip part time | M | M | F | F | X | | |
| | | | | | | | |
| MMed: 4-year degree | M | M | M | M | F | X | |
| MMed: 5-year degree | M | M | M | M | M | F | X |
| MPhil* full time | M | M | F | X | | | |
| MPhil part time | M | M | M | M | F | X | |
| MSc 1-year full time | M | F | X | | | | |
| MSc 1-year Part time | M | M | F | X | | | |
| MSc 2-year full time | M | M | F | X | | | |
| MSc 2-year part time | M | M | F | F | X | | |
| M 1-year full time | M | F | X | | | | |
| M 1-year Part time | M | M | F | X | | | |

| Programme | Year of enrolment | | | | | | |
|--------------------|-------------------|---|----|----|----|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| M 2-year full time | M | M | F | X | | | |
| PhD** | M | M | Mx | Mx | Mx | F | X |

***Please note:** The MPhil in Cardiology is offered over a minimum period of 3-years. The F-year will therefore be allowed in year 4 of registration.

****Please note:** If you convert your master's studies to doctoral studies, you must have been registered for the master's and the doctoral degrees jointly for at least three years after you have obtained your honours (or four-year bachelor's) degree, or for at least four years if you have embarked on your master's studies directly after completing your bachelor's degree. This will include, in both instances, at least one year's registration for doctorate studies (see Section 1.2.6, "Conversion from Master's to Doctorate"). In all such cases the maximum year (X) will be year 6 after the conversion.

Legend

| | | |
|----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M | Minimum enrolment period | Minimum time required to be registered for FMHS degree as published in the FMHS Calendar |
| Mx | Maximum enrolment PhD | Maximum time allowed to be registered for FMHS degree as published in the FMHS Calendar |
| F | Final year by concession | May register, if necessary, without having to apply for readmission |
| X | Maximum year | Enrolment only if readmission has been approved by the Faculty Board or, for a PhD, Senate |
| | Further registration not allowed | No further registration, except in highly exceptional circumstances, which need to be considered by the relevant postgraduate committee for motivation to the Faculty Board or, for a PhD, to Senate via the standard governance structures of FMHS. |

7. Voortgesette inskrywing tydens die maksimum inskrywingstydperk

7.1 Voorgraadse programme

Jy moet elke jaar, vir die volle duur van jou studies, as student registreer totdat jy die betrokke graad ontvang (lees die afdeling "Baccalaureusgraadprogramme" hier onder), behalwe as die Fakulteitsraad goedgekeur het dat jy jou studies onderbreek (raadpleeg afdeling 8, "Verlof tot afwesigheid en onderbreking van studies" hier onder).

Jy sal toegelaat word om vir 'n volgende studiejaar te registreer slegs as jy voldoende vordering in die voorafgaande jaar gemaak het, en as jy voldoen aan die programspesifieke vereistes vir elke registrasiejaar (lees die afdeling "Baccalaureusgraadprogramme" hier onder) sowel as die US en die FGGW se toelatingsvereistes (lees die afdeling "Hertoelating na onsuksesvolle studie" hier onder).

7.1.1. Voortgesette inskrywing na die maksimum inskrywingstydperk

Nadat die normale maksimum inskrywingstydperk verstryk het (F), mag jy vir voorgraadse studies herregistreer slegs nadat jy suksesvol aansoek gedoen het om hertoelating om jou studies voort te sit, soos volg:

- deur 'n volledig ondersteunde begroning aan die Hertoelatingsappèlkomitee (HAK) voor te lê wat die omstandighede buite jou beheer uiteensit wat daartoe bygedra het dat jy onbevredigend met die program gevorder het, hoekom jy toegelaat moet word om na die program terug te keer en hoe jy jou studiesukses in die toekoms gaan verseker; en
- deur sodanige begroning in te dien teen die sluitingsdatum vir aansoeke wat die HAK vasgestel het vir die jaar waarin jy graag jou inskrywing wil voortsit.

As die HAK jou appèl toestaan, het jy die minimum tydperk wat in die program oorbly om dit af te handel.

Normaalweg verleen die HAK slegs een keer goedkeuring, of beveel aan dat dit toegestaan word, dat die toegelate maksimum inskrywingstydperk verleng word.

Jy bly aanspreeklik vir alle uitstaande gelde op jou studentegelderekening, en jy sal aanspreeklik wees vir die volle studiegelde (program, module en verwante goedgekeurde uitgawes) van modules wat jy nie voltooi het nie, soos bepaal deur die fakulteit en goedgekeur deur die studentegelde komitee.

Tabel 1 hier onder sit die maksimum inskrywingstydperk vir die onderskeie voorgraadse programme uiteen.

Tabel 1: Maksimum tydperk van voorgraadse inskrywing

| Program | Registrasiejaar | | | | | | | | |
|--------------|-----------------|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 4-jaar-graad | M | M | M | M | F | X | | | |
| MBChB | M | M | M | M | M | M | F | X | |

Sleutel

M = minimum inskrywingstydperk

F = Finale jaar as vergunning

X = Inskrywing slegs as die HAK hertoelating goedgekeur het – of die Fakulteitsraad, as jy 'n finalejaar-MBChB-student is wat domeine van die Laat Kliniese Rotasie-modules moet herhaal.

7.2 Nagraadse programme

Jy moet elke jaar, vir die volle duur van jou studies, as student registreer totdat jy die betrokke graad ontvang (lees die afdeling "Voortsetting van inskrywing vir nagraadse programme" in Deel 1 van die US Jaarboek), behalwe as die Fakulteitsraad goedgekeur het dat jy jou studies onderbreek (lees die afdeling "Onderbreking van magister- en doktorale studies" in Deel 1 van die US Jaarboek).

Jy sal toegelaat word om vir 'n volgende studiejaar te registreer slegs as jy voldoende vordering in die voorafgaande jaar gemaak het. As jou vordering onvoldoende was, kan die betrokke nagraadseprogramkomitee aanbeveel dat die Fakulteitsraad weier dat jy jou nagraadse (NG) studies voortsit. Die Fakulteitsraad kan onder meer die volgende oorweeg:

- of daar redelikerwys verwag kan word dat jy die program binne die toepaslike maksimum inskrywingstydperk sal afhandel, in ag genome jou vordering tot op datum en enige omstandighede wat dit moontlik beïnvloed het; en
- in watter mate jy tot dusver getoon het dat jy onafhanklik aan werkopdragte, tesse en proefskrifte kan werk en dat jy voldoende kliniese en akademiese vordering gemaak het in programme waar dit tersaaklik is.

7.2.2 Voortgesette inskrywing *na* die maksimum inskrywingstydperk

Nadat die normale inskrywingstydperk verstryk het, word 'n finale jaar as vergunning aan nagraadse studente toegestaan. Jy mag daarvoor registreer, indien nodig, sonder dat jy om hertoelating hoef aansoek te doen (kyk na Tabel 2 hier onder). Daarna mag jy vir 'n bykomende maksimum jaar (X) as nagraadse student registreer, maar slegs as jy amptelik en met sukses aansoek om hertoelating gedoen het om jou studies voort te sit, soos volg:

- deur 'n volledig ondersteunde begroning aan die voorsitter van die betrokke nagraadseprogramkomitee voor te lê wat die redes uiteensit hoekom jy daarin misluk het om voldoende vordering te maak – tot op datum en langer as die normale sowel as die vergunningstydperk vir die graad, hoekom jy toegelaat moet word om na die program terug te keer vir 'n laaste geleentheid om die graad af te handel en hoe jy jou studiesukses in die bykomende maksimum jaar gaan verseker; en
- deur sodanige begroning in te dien teen 15 Januarie van die maksimum jaar waarin jy graag jou inskrywing wil voortsit.

As die betrokke nagraadseprogramkomitee aanbeveel dat die Fakulteitsraad jou aansoek goedkeur, en die Raad staan dit wel toe, sal jy die minimum tydperk hê wat in die program oorbly om dit af te handel.

Jy bly aanspreeklik vir alle uitstaande gelde op jou studentegelderekening, en jy sal aanspreeklik wees vir die volle studiegelde (program, module en verwante

goedgekeurde uitgawes) van modules wat jy nie voltooi het nie, soos bepaal deur die fakulteit en goedgekeur deur die studentegelde komitee.

Opmerking: As jy 'n PhD-student is, moet jy met die Fakulteitsraad se aanbeveling by die Senaat toestemming vra om jou studies vir langer as die toegelate finale jaar (F) te verleng.

Normaalweg verleen die Fakulteitsraad slegs een keer goedkeuring, of beveel aan dat dit toegestaan word, dat die toegelate maksimum tydperk van inskrywing verleng word. Geen verdere registrasie sal oorweeg word nie, buiten in hoogs uitsonderlike omstandighede, wanneer die Dekaan dit sal oorweeg vir begroning voor die Fakulteitsraad of, in die geval van 'n PhD, voor die Senaat.

Tabel 2 hier onder sit die maksimum inskrywingstydperk vir die onderskeie nagraadse programme uiteen.

Tabel 2: Maksimum tydperk van nagraadse inskrywing

| | | | | | | | |
|-----------------------------|---|---|----|----|----|---|---|
| MMed: 4-jaar graad | M | M | M | M | F | X | |
| MMed: 5-jaar graad | M | M | M | M | M | F | X |
| MPhil* voltyds | M | M | F | X | | | |
| MPhil deeltyds | M | M | M | M | F | X | |
| MSc 1-jr voltyds | M | F | X | | | | |
| MSc 1-jr deeltyds | M | M | F | X | | | |
| MSc 2-jr voltyds | M | M | F | X | | | |
| MSc 2-jr deeltyds | M | M | F | F | X | | |
| M 1-jr voltyds | M | F | X | | | | |
| M 1-jr deeltyds | M | M | F | X | | | |
| M 2-jr voltyds | M | M | F | X | | | |
| PhD** | M | M | Mx | Mx | Mx | F | X |

***Let asseblief op:** As jy jou magisterstudies in doktrale studies omskakel, moet jy vir die magister- en die doktorsgraad gesamentlik ingeskryf gewees het vir minstens drie jaar nadat jy jou honneurs- (of vierjarige baccalaureus-)graad verwerf het, of vir minstens vier jaar as jy jou magisterstudies onderneem het direk nadat jy jou baccalaureusgraad verwerf het. In albei gevalle moet dit minstens een jaar van inskrywing vir doktrale studies insluit (lees afdeling 1.2.6, "Omskakeling van magister- na doktorsgraad"). In al hierdie gevalle sal registrasiejaar 6 ná die omskakeling die bykomende maksimum jaar (X) wees.

Sleutel

| | | |
|---|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M | Minimum inskrywingstydperk | Minimum tydperk van inskrywing vereis vir die graad |
| F | Finale jaar as vergunning | Mag registreer, indien nodig, sonder om aansoek om hertoelating te doen |
| X | Maksimum jaar | Registrasie slegs indien hertoelating deur die Fakulteitsraad goedgekeur is of, vir 'n PhD, deur die Senaat |
| | Verdere registrasie ontoelaatbaar | Geen verder registrasie is moontlik nie, buiten in hoogs uitsonderlike gevalle, wat die Dekaan sal oorweeg vir begroning voor die Fakulteitsraad of, vir 'n PhD, voor die Senaat via die standaard bestuursliggame van die Fakulteit. |