**APPLICATION FOR READMISSION AS A STUDENT FOR THE 2023 ACADEMIC YEAR**

**Please read this in conjunction with the “Readmission Appeals Application FAQs 2023”**

We have noted that you do not meet the academic requirement to continue with your studies at Stellenbosch University for next year. This is due to the fact that:

1. You do not have sufficient module credits to comply with the HEMIS requirements for readmission to SU. (See the rules for readmission in [Part 1 [General]](http://www.sun.ac.za/english/Documents/Yearbooks/Current/Part-1-General-Calendar.pdf) of the University Calendar under the heading “Readmission after unsuccessful studies”.)

**OR**

1. You do not meet the programme-specific continuation criteria i.e., that you have not complied with your programme’s relevant re-registration requirements and/or promotion and examination requirements and you are therefore academically excluded (see criteria for promotion and examination/reregistration in [Part 12 [Medicine and Health Sciences]](http://www.sun.ac.za/english/Documents/Yearbooks/Current/MedicineAndHealthSciences.pdf) of the University’s Calendar).

**OR**

1. You have been suspended from SU due to disciplinary reasons and have been referred to the Readmission Appeals Committee.

You may however appeal your academic exclusion for SU, by applying for readmission to ONE academic programme for 2023. Appeals for readmission will be considered by the Readmission Appeals Committee (RAC) of the Faculty of Medicine and Health Sciences at **one of the dates below**. The closing date for the lodging of appeals is:

* **30 November 2022** for the RAC meeting on 8 December 2022 and
* **20 January 2023** for the RAC meeting on 27 January 2023.

Should you decide to appeal for readmission, submit a readmission appeals application by following the application steps below. You will be notified of the outcome of your readmission appeals application in writing after the Readmission Appeals Committee has convened in **December 2022 and January 2023** respectively.

**Steps to submit your readmission appeals application**

1. **Fully** complete the **SU application form** which is attached to this letter
2. **Fully** complete the **readmission appeals application form**, which follows **below this letter**, in **typescript (typed).** Type in your initials, surname and the date of completion in the designated spaces and e-mail the completed form to fmhs\_readmit@sun.ac.za, or to the e-mail address supplied by the SU staff member with whom you are liaising.
3. Write your initials, surname, student number and the programme to which you are applying for readmission at the top of each page of the **supporting documents** that you include with your application. The supporting documents should then be scanned and sent to the abovementioned e-mail address along with your application.
4. Pay the **RAC Application Fee**

The amount payable for a readmission appeal (hereafter “readmission fee”) is **R448**. The readmission fee must be paid online on the Student Fees Division [**website**](https://web-apps.sun.ac.za/student-fees-pay/#/home). Proof of payment must accompany your application.

1. Go to www.maties.com.

2. Click on “Fees”.

3. Select “Student Fees online payments”.

4. Follow the instructions and pay by credit card or EFT (electronic transfer).

**IMPORTANT INFORMATION**

Clearly indicate on the readmission application form to which programme you wish to be readmitted. 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.

Please also note the list of programmes below for which you may not apply for readmission if you were not registered for such a programme.

The decision of the Readmission Appeals Committee is final and no further application will be considered. Therefore, please supply full information as well as all supporting documents in your possession. No additional information will be considered at a later stage. All information and supporting documents that accompany your application will be viewed and assessed by the Readmission Appeals Committee and will be treated as confidential.

The Readmission Appeals Committee and any staff processing your application will treat your application and information provided as strictly confidential.

Please make sure of the following:

* That you have fully completed your information on the first page of the application.
* That you have fully explained the reasons for your underachievement, where applicable.
* That you have clearly indicated, in the appropriate places, the supporting documents that you are submitting with your application.
* That you submit/attach the supporting documents referred to in your application. Without the supporting documents, your motivation cannot be considered. As this is your only opportunity to appeal for readmission to SU, further supporting documents cannot be submitted at a later stage.

The readmission application form, supporting documents and readmission application fee must reach SU by the closing date for your faculty, as stipulated in the letter accompanying this form.

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

**Application for readmission as a student with a view to 2023**

**The Readmission Appeals Committee and any staff processing your application will treat your application and information provided as strictly confidential.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student number |  |  |  |  |  |  |  |  |

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| --- | --- |
| Telephone number where we can always reach you  |  |
| Email address where the decision regarding your readmission must be sent |  |
| Programme followed in last academic year |  |
| **Proposed programme\*** for new academic year, 2023 |  |

**\*PLEASE TAKE NOTE of the list of programmes at the bottom of this form to which you MAY NOT apply for readmission if you were NOT registered for such a programme.**

**Motivation for application**

1. Supply full particulars for the motivation categories that apply to you further on in this form. Focus on the exceptional circumstances beyond your control that caused you to underachieve.
2. Submit/attach supporting documents to prove each exceptional circumstance that you refer to in your motivation.
	1. Number the documents from Annexure A to Annexure ? in the sequence of the applicable categories, and
	2. write your initials, surname, student number and the programme to which you are applying for readmission at the top of each of the pages of the documents.
3. The process for the submission of supporting documents is explained under each of the two options in the letter accompanying this form.
4. Sign the declaration at the end of this form. Applications with unsigned declarations will no be considered by the readmission appeals committee.
5. Throughout your application, establish a clear connection between the circumstance that was beyond your control and the supporting document(s) applicable to such circumstance.
6. The Readmission appeals committee will disregard the specific circumstances beyond your control mentioned in your application if you fail to submit supporting documents to substantiate these specific claims.

**Please supply, in typescript, the information requested below:**

**1. ACADEMIC REASONS THAT CONTRIBUTED TO YOUR UNDERACHIEVEMENT** (if applicable):

Circumstances beyond my control:

Be specific in your explanation, but keep it short. General statements, such as saying that you misjudged the workload at the University in relation to that at school level, will not be considered as valid excuses.

**Type your motivation here:**

Supporting document(s):

**Type the (list of) supporting document(s) that you submit/attach here:**

**2. PERSONAL REASONS THAT CONTRIBUTED TO UNDERACHIEVEMENT** (if applicable):

Circumstances beyond my control:

Please be assured that the Readmission Appeals Committee will treat your application as absolutely confidential. An example of personal circumstances would be that you were the victim of physical assault; as proof, you could submit/attach the police statement.

**Type your motivation here:**

Supporting document(s):

**Type the (list of) supporting document(s) that you submit/attach here:**

**3. FINANCIAL REASONS THAT CONTRIBUTED TO UNDERACHIEVEMENT** (if applicable):

Circumstances beyond my control:

An example would be that the parent who used to pay for your studies has lost their job; as proof, you would attach the layoff notice.

**Type your motivation here:**

Supporting document(s):

**Type the (list of) supporting document(s) that you submit/attach here:**

**4. SOCIAL/WELFARE PROBLEMS (including FAMILY CIRCUMSTANCES) THAT CONTRIBUTED TO UNDERACHIEVEMENT** (if applicable):

Circumstances beyond my control:

Please do not merely describe what happened to you; you also need to supply a professional’s opinion confirming that the circumstance did handicap you academically.

**Type your motivation here:**

Supporting document(s):

Examples would be a psychologist’s report that indicates how the death of a parent/family member/close friend affected you, or your parents’ divorce order, accompanied by a report from a counsellor who worked with you.

**Type the (list of) supporting document(s) that you submit/attach here:**

**5. HEALTH OR PSYCHOLOGICAL REASONS THAT CONTRIBUTED TO UNDERACHIEVEMENT** (if applicable):

Circumstances beyond my control:

Please do not merely describe what happened to you; you also need to supply a health professional’s opinion and diagnosis confirming that the circumstance did handicap you academically.

**Type your motivation here:**

Supporting document(s):

Examples would be a medical certificate that indicates your diagnosis, for how long you were hospitalised, or a psychologist’s report that indicates for how long you received treatment.

**Type the (list of) supporting document(s) that you submit/attach here:**

**6. ANY OTHER REASONS THAT CONTRIBUTED TO UNDERACHIEVEMENT** (if applicable):

Circumstances beyond my control:

**Type your motivation here:**

Supporting document(s):

**Type the (list of) supporting document(s) that you submit/attach here:**

**7. IF YOU ARE NOT A REGISTERED STUDENT OF STELLENBOSCH UNIVERSITY AT THE MOMENT, HAVE YOU UNDERTAKEN ANY OTHER STUDIES OR OBTAINED ANY OTHER ACHIEVEMENT SINCE YOU LEFT STELLENBOSCH UNIVERSITY?**

Examples: “Studied through Unisa and passed Mathematics 1 and Industrial Psychology 1.” “Obtained diploma in Journalism at Lyceum College.”

**Type your motivation here:**

Supporting academic record(s):

**Type the (list of) supporting academic record(s) that you submit/attach here:**

**8. HAVE YOU RECEIVED OR ACCESSED ASSISTANCE OF ANY KIND TO IMPROVE YOUR STUDIES IN THE COURSE OF THE YEAR?**

If you have received or accessed assistance of any kind to improve your studies in the course of the year, state it here, for instance visit(s) to the CSCD; study course(s) attended; assistance by a mentor, etc.

**Type the information here:**

Supporting document(s):

**Type the (list of) supporting document(s) that you submit/attach here:**

**9. WHY WOULD YOU BE ABLE TO SUCCEED AT YOUR STUDIES IN FUTURE?**

Explain how the circumstances beyond your control have been or will be corrected so that you may succeed at your studies.

**Type your motivation here:**

**The Readmission Appeals Committee and any staff processing your application will treat your application and information provided as strictly confidential.**

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby declare that the information provided as part of this readmission Appeals application is true and complete.

I acknowledge that Stellenbosch University may verify my information with third parties and/or other universities. I acknowledge that by providing false or incomplete information it may result in my application being rejected or my registration being cancelled. I acknowledge that if my application has been turned down, no information in further substantiation shall be accepted afterwards. I acknowledge that the decision of the Readmission Appeals Committee is final, and no second appeal from me shall be considered for the same academic year.

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**SIGNATURE OF APPLICANT** **DATE ON WHICH I COMPLETED THE FORM**

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* B of Occupational Therapy
* B of Speech-Language and Hearing Therapy
* B of Nursing and Midwifery