

*Blaai af vir die Afrikaanse weergawe van hierdie brief

READMISSION DENIED AS A STUDENT: 2025 ACADEMIC YEAR

Dear Student

The readmission process for undergraduate students is governed by the University's readmission rules and process, as stipulated in the [University General Yearbook, Part 1](#), under the heading "Readmission after Unsuccessful Studies".

In accordance with these rules, undergraduate students must obtain (pass) a certain number of credits in a particular academic year to continue with their studies. Students who do not obtain sufficient credits, and who therefore do not comply with the readmission requirements, will not be allowed to continue with their studies.

Regrettably, we must notify you that you do not meet the academic requirements necessary to proceed with your studies at Stellenbosch University (SU) for the 2025 academic year. This is due to:

1. You do not have sufficient module credits to comply with the credit requirements for readmission to SU. (See the rules for readmission in [Part 1 \[General\]](#) of the University Yearbook under the heading "Readmission after unsuccessful studies".)

OR

2. 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/re-registration in the applicable [part of the University's Yearbook](#)).

OR

3. 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, by applying for readmission to ONE academic programme for 2025. Appeals for readmission will be considered by the Readmission Appeals Committee (RAC) of the respective faculty.

The closing date for lodging appeals is **Friday, 10 January 2025**, excluding applications to the Faculty of Medicine and Health Sciences (FMHS) which are due on **Friday, 29 November 2024** for the FMHS December meeting or on **Friday, 17 January 2025** for the FMHS January meeting.

Should you decide to appeal for readmission, submit a readmission appeals application by following the application steps below.

STEPS TO SUBMIT YOUR READMISSION APPEALS APPLICATION

1. Fully complete the **Readmission Appeals Application on the [Student Portal](#)**. Ensure that you have all information/documentation available before you submit the readmission application. The information you enter on the application form cannot be saved for further adjustments later on.
2. Please carefully read and follow the guidelines as stipulated.

3. If applicable, fully complete the readmission **Medical/Healthcare Practitioner's Report** which can be downloaded [HERE](#). Kindly note that this form must also be completed by your medical or healthcare practitioner. You should thus start the process as soon as possible to ensure the form is completed before the due date.
4. If applicable, fully complete the **Programme Change Motivation** form, which can be downloaded [HERE](#).
5. Pay the **RAC Application Fee**. The readmission fee of **R 540** can be deposited in the SU banking account or paid by internet transfer. **Proof of payment** must accompany your application. The two banking options are explained below:

Payment with credit card or electronic funds transfer (EFT) payments

- Go to www.maties.com
- Click on **Students**
- Click on **Fees**
- Click on **Student Fees online payments**

Internet banking payments made from Standard Bank banking services

- Select Payments, Pay Beneficiary, thereafter select: "Add new beneficiary"
- Under Business Directory select: "Company"
- Enter beneficiary name: **Universiteit Stellenbosch** and search
- Select: "**Universiteit Stellenbosch – Studentegeld**"
- Beneficiary details/references:
- Remember to enter under "Your details, My Reference": **Stellenbosch University**
- Beneficiary reference: **Student number**

6. 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 to substantiate your request. Your supporting documents should then be scanned and uploaded with your application documents.

IMPROVEMENT OF ACADEMIC POSITION FOR POSSIBLE READMISSION IN FUTURE

If you do not want to apply for readmission now – or if you do apply for readmission but are not readmitted – and you want to apply for readmission to SU in the future, you will first have to prove that you are capable of successful studies at a tertiary institution.

For this purpose, you will have to pass applicable modules in your field of study, of the same standard and workload as those of the SU, to be considered for readmission to SU. You can do these modules at any university of your choice.

FURTHER IMPORTANT INFORMATION

Clearly indicate on the readmission application 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 /occasional student.

Please note that if you were not previously registered for any of the following programmes, you are not eligible to apply for readmission to these specific programmes:

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

Your readmission application, supporting documents and the readmission application fee must reach SU by no later by the above closing dates.

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 University formally requests that you please show this letter to your parents or guardian.

You are welcome to consult the Centre for Student Counselling and Development to support you in processing this news or concerning study and other related challenges by emailing supportus@sun.ac.za.

Please contact the Client Services Centre at 021 808 9111 or email info@sun.ac.za for any assistance or further information regarding the readmission appeal application process.

Sincerely
Stellenbosch University

Beste Student

HERTOELATING AS 'N STUDENT GEWEIER: 2025- AKADEMIESE JAAR

Die hertoelatingsproses vir voorgraadse studente word beheer deur die Universiteit se hertoelatingsreëls en -proses, soos uiteengesit in die [Deel 1 \(Algemene Reëls\) van die Universiteit se Jaarboek](#), onder die opskrif "Hertoelating na onsuksesvolle studie".

Kragtens hierdie reëls moet voorgraadse studente 'n sekere aantal krediete in 'n spesifieke akademiese jaar verwerf (slaag) om met hulle studies voort te gaan. Studente wat nie voldoende krediete verwerf nie, en wat dus nie aan die hertoelatingsvereistes voldoen nie, sal nie toegelaat word om hulle studies voort te sit nie.

Ongelukkig moet ons jou in kennis stel dat jy nie aan die akademiese vereistes nodig om jou studie aan die Universiteit Stellenbosch (US) vir die 2025- akademiese jaar voort te sit voldoen nie. Dit is weens die feit dat:

1. Jy nie voldoende modulekrediete het om aan die kredietvereistes vir hertoelating tot die US te voldoen nie. (Sien die reëls vir hertoelating in [Deel 1 \[Algemene Reëls\]](#) van die Universiteit se Jaarboek onder die opskrif "Hertoelating na onsuksesvolle studie".)
OF
2. Jy nie voldoen aan die programspesifieke voortsettingskriteria nie, m.a.w. jy het nie aan jou program se relevante herregistrasievereistes en/of promoverings- en eksamineringsvereistes voldoen nie en dus word jy akademies uitgesluit (sien kriteria vir promovering en eksaminering/herregistrasie in die toepaslike [deel van die Universiteit se Jaarboek](#)).
OF
3. Jy weens dissiplinêre redes uit die US geskors is en na Hertoelatingsappèlkomitee verwys is.

Jy kan egter appelleer teen jou akademiese uitsluiting deur vir hertoelating tot EEN akademiese program vir 2025 aansoek te doen. Appèlle vir hertoelating sal deur die Hertoelatingsappèlkomitee (HAK) van die betrokke fakulteit oorweeg word.

Die sluitingsdatum vir die indiening van appèlle is **Vrydag, 10 Januarie 2025**, uitgesluit aansoeke aan die Fakulteit Geneeskunde en Gesondheidswetenskappe (FGGW) wat teen **Vrydag, 29 November 2024** vir die FGGW Desember-vergadering of teen **Vrydag, 17 Januarie 2025** vir die FGGW Januarie-vergadering ingedien moet word.

Indien jy besluit om vir hertoelating te appelleer, moet jy 'n hertoelatingsappèlaansoek indien deur die aansoekstappe hieronder te volg.

STAPPE OM JOU HERTOELATINGSAPPÈLAANSOEK IN TE DIEN

1. Voltooi die **Hertoelatingsappèlaansoek** ten volle op die [studente portaal](#). Verseker dat jy alle inligting/dokumentasie beskikbaar het voor jy die hertoelatingsaansoek indien. Die inligting wat jy op die aansoek invoer kan nie gestoor word vir verdere aanpassings nie.
2. Lees en volg asseblief die riglyne in hierdie dokument uiteengesit noukeurig.

3. Indien van toepassing, voltooi die **Mediese/Gesondheidsorgpraktisyn se Verslag** ten volle. Die dokument kan [HIER](#) afgelaai word. Let asseblief daarop dat hierdie verslag ook deur jou mediese of gesondheidsorgpraktisyn voltooi moet word. Dit is dus belangrik dat jy hierdie proses so gou as moontlik begin om te verseker dat die verslag voor die sluitingsdatum voltooi word.
4. Indien van toepassing, voltooi die **Programveranderingsmotivering** ten volle. Die vorm kan [HIER](#) afgelaai word.
5. Betaal die **HAK-aansoekgeld**. Die aansoekgeld beloop **R 540** en kan in die US se bankrekening gedeponeer word of deur internet-oorplasing in betaal word. **Bewys van betaling** moet jou aansoek vergesel. Die twee betalingsopsies word hieronder verduidelik.

Betaling met kredietkaarte of betalings deur elektroniese fondsoorplasing (in Engels EFT)

- Gaan na www.maties.com
- Klik op **Studente**
- Klik op **Gelde**
- Klik op **Aanlyn betalings van studentegeld**

Internetbankbetalings gedoen vanuit Standard Bank se bankdienste

- Kies "*Payments*", "*Pay Beneficiary*", kies hierna "*Add new beneficiary*"
- Onder "*Business Directory*" kies "*Company*"
- Sleutel **Universiteit Stellenbosch** in as begunstigde (beneficiary) en doen 'n soektog
- Kies "**Universiteit Stellenbosch – Studentegeld**"
- Besonderhede van begunstigde /verwysings
- Tik die volgende onder "*Your details, My Reference*" in: "**Stellenbosch University**"
- Verwysing vir begunstigde: **Studentenommer**

6. Skryf jou voorletters, van, studentenommer en die program waarvoor jy aansoek doen vir hertoelating boaan elke blad van die **stawende dokumente** wat jy by jou aansoek insluit om jou versoek te staaf. Jou stawende dokumente moet dan ingeskandeer word en saam met jou aansoekdokumente op gelaai word.

VERBETERING VAN AKADEMIESE POSISIE VIR MOONTLIKE TOEKOMSTIGE HERTOELATING

Indien jy nie nou vir hertoelating wil aansoek doen nie – of jy vir hertoelating aansoek doen maar nie hertoegelat word nie – en jy wil in die toekoms vir hertoelating aan die US aansoek doen, sal jy eers moet bewys dat jy in staat is om suksesvol aan 'n tersiêre instelling te studeer.

Om dit te doen, sal jy toepaslike modules (of van dieselfde standaard en met dieselfde werkslading as diegene van die US) in jou studieveld moet slaag om vir hertoelating tot die US oorweeg te word. Jy kan hierdie modules aan enige universiteit van jou keuse neem.

VERDERE BELANGRIKE INLIGTING

Dui duidelik op die hertoelatingsaansoek aan vir watter program jy hertoegelat wil word. Jy kan vir dieselfde of 'n ander program in die fakulteit waar jy voorheen geregistreer was aansoek doen, maar jy mag net vir hertoelating tot een program aansoek doen. Indien jou aansoek vir hertoelating tot daardie program nie suksesvol was nie. Sal jy nie toegelaat word om vir hertoelating tot 'n ander program, of as 'n geleentheidstudent, aansoek te doen nie.

Let asseblief daarop dat, indien jy nie voorheen vir enige van die volgende programme geregistreer was nie, jy nie kwalifiseer vir aansoek vir hertoelating tot hierdie spesifieke programme nie:

- B in Maatskaplike Werk

- BA (Sportwetenskappe)
- BA (Regsgeleerdheid), BCom (Regsgeleerdheid), LLB, BRekLLB
- BSc (Voedselwetenskap)
- MBChB
- BSc in Dieetkunde
- BSc in Fisioterapie
- B in Arbeidsterapie
- B in Spraak-Taal- en Gehoorterapie
- B in Verpleegkunde
- BEd

Die hertoelatingsaansoekvorm(s), stawende dokumente en die hertoelatingsaansoekgeld moet die US bereik teen die bogenoemde sluitingsdatums.

Die besluit van die Hertoelatingsappèlkomitee is finaal, en geen verdere aansoek sal oorweeg word nie. Daarom is dit belangrik om volledige inligting, sowel as alle stawende dokumente waarvoor jy beskik, te voorsien. Geen bykomende inligting sal op 'n latere stadium oorweeg word nie. Alle inligting en stawende dokumente wat jou aansoek vergesel sal deur die Hertoelatingsappèlkomitee besigtig en beoordeel word en sal as vertroulik hanteer word.

Die Universiteit versoek formeel dat jy asseblief hierdie brief vir jou ouers of voog wys.

Jy is welkom om die Sentrum vir Studentevoorigting en -ontwikkeling te raadpleeg om hierdie nuus te verwerk of oor studie en ander verwante uitdagings by supportus@sun.ac.za.

Kontak asseblief die Kontak- en Kliëntedienstesentrum by 021 808 9111 of e-pos info@sun.ac.za vir enige bystand of verdere inligting rakende die hertoelatingsappèl aansoekproses.

Vriendelike groete
Universiteit Stellenbosch