



# UNDERSTANDING READMISSION

A simple and easy to follow guide on understanding the readmission process for students

Compiled by the Students' Representative Council

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# 1 What is readmission?

## What does this process mean?

Readmission describes a process where students who are no longer eligible to reregister at Stellenbosch University for the subsequent (following) academic year must apply for readmission back into the institution.

To put it simply, based on one of the categories listed below, your current academic year has been deemed to be unsuccessful and you are unable to return like most students-but, you are able to submit an appeal application to be allowed to return for another academic year.

## What are the consequences?

Students who are no longer eligible to reregister and who fail to submit an appeal application or their application for is unsuccessful will not be able to continue studying at SU. This may mean an unintended gap year or applying to another institution, public or private. This may have a knock-on effect especially for students who are granted external funding. Bursaries and scholarships may withdraw their funding and you will have to seek other funding should you apply to continue your studies elsewhere.

It may also be a difficult and challenging circumstance mentally and emotionally and students who are faced with this often need support through this difficult time.

## Who does this apply to?

There are general categories where, if a student falls within it, they are must apply for readmission but this is not a fully comprehensive list.

- 1.Current SU students who do not have enough year or accumulated HEMIS credits to be able to continue with their studies.
- 2.Current SU students who did not comply with the relevant programme-specific continuation criteria.
- 3.Current SU students who have been excluded from the university for disciplinary reasons.
- 4.Former students who were academically excluded and did not previously apply for readmission or whose application for readmission was unsuccessful in previous years.
5. Former students who were excluded (suspended) from SU based on disciplinary reasons and who have been out of the programme for an extended period.

## 2 How is readmission communicated?

### December notifications

Towards the middle to the end of December, the University issues communication on the readmission status of students who are ineligible to re-register. This communication is channeled through four platforms:

- Emailed to your Outlook student email account.
- SMS.
- Student portal.
- Webpage.

To be able to be sure of your readmission status, please keep your eye out for official communication for the University as it will not only declare your status but also explain what you can do next to possibly re-register for studies in the next year. Furthermore, to calculate your hemis it is best to consult the Faculty specific year book.

### What are the two possible scenarios?

There are two categories of students who may receive communication regarding their readmission status.

Firstly, there are students who have met the readmission requirements to proceed to the subsequent academic year but were close to falling short of the requirements. A warning is this issued to these students to alert them that they are close to not meeting readmission requirements. For students who fall into this category, no further action, other than re-registering for the next academic year is needed. However, to avoid academic exclusion, students in this category should do as much as they can to improve their marks and to exceed the HEMIS requirements as much as possible.

Secondly, there are students who have not met the readmission requirements to proceed to the subsequent academic year. These students will be notified that they have been academically excluded and as such, must submit an appeal to be considered for readmission. For students who fall into this category, they are required to complete an appeal application. If this application is not completed, the readmission status remains and you will not be able to return for the next academic year. (Please do keep in mind that there may be technical glitches therefore it is advisable to check your student portal by going to mysun > administration > re-apply for studies)

Do keep in mind, however, that submitting an appeal does not guarantee readmission. The purpose of the appeal is to provide an explanation and to account for the circumstances that have led you to this position. An appeal may not be successful but it is always worth a try.

## 3 What is the readmission application process?

### General application requirements

Once you have received the letter of communication, please visit the [Readmission Webpage](#) to download the application form as well as the form to motivate for a change in programme. Additionally, there is a **standardised report template that is needed for practitioners or professionals** if it is applicable (more discussed below). Once you have downloaded these forms and have glanced through them, you can begin to form an idea of how the process works.

### Readmission appeals application forms

Download the relevant readmission application form and ensure that you read the guidelines before completing the application. Ensure that your fully completed readmission application forms, along with all the required supporting documents and proof of the readmission application fee, reaches the University before or on the closing date.

↓ Readmission: Appeals application form

↓ Readmission: Programme change form

↓ Readmission: Medical Practitioner's report

An appeal application is an opportunity to explain the circumstances beyond your control that have contributed to your denial of readmission. You need to provide a detailed account of what has happened and how it has impacted you and your studies during the academic year. Above this, you are required to explain your options for the way forward, this includes what help you will seek and how you will make a change to help you become more successful in future. You are also required to indicate which programme you are applying for readmission.

You are allowed to apply for readmission to a different programme within your current faculty or a programme in a different faculty *but* you can only apply for readmission for **one** programme. However, there are specific programmes that you cannot apply for readmission if you were not registered for such a programme. For example, if you study BA Humanities, you cannot apply for readmission to BA Law or LLB. But don't worry about finding this information, it is communicated in the letters sent by the University to students who have not been granted readmission.

Additionally, it is important to note that the decision of the Readmission Appeals Committee is **final**. If you are not granted readmission, they will not consider any further applications and student leaders are unable to assist with this as they do not sit on the Readmission Appeals Committee and cannot bring information to light on behalf of students or make any representations on behalf of students. Thus, it is important for you to be as thorough and honest as possible whilst supplying all available information as nothing else will be considered after the application is submitted.

## Documentation and detail

The appeal application is the only opportunity you have to explain your circumstances and ask for a second chance to be successful at the University. This means, that you have to give it all you have!

There are five categories of reasons that may apply to your circumstances with another category for any other reason not captured by the main five. These categories include:

1. Academic reasons that do not include not coping with workload.
2. Personal reasons such as being a victim of physical assault.
3. Financial reasons such as the parent who used to pay for your studies losing their job.
4. Social or welfare problems which includes family circumstances.
5. Health or psychological reasons such as severe mental illness.
6. Any other reasons not captured by the ones above.

When picking a category (or categories) that is best applicable to you, it is important that you keep in mind the following points.

- Focus on the circumstances that were *beyond your control* that contributed to your performance. Issues such as not knowing the correct study method are deemed to be within your control and these will not be considered favourably.
- Attach proof to prove each circumstance that you have referred to. If you were assaulted, an affidavit would be strong evidence of your reason.
- Be specific about your reasons but keep it short, it is not always helpful to provide an elaborate story when the heart of the issue can be clearly summarised.
- If your reasons have to do with social/welfare problems or health/psychological reasons, provide reports and documentations from professions that you have seen.
- Provide as many relevant supporting documentation as you can to show the truth in the impact of your circumstances on your wellbeing and studies.
- **Both** your motivation and documents must be submitted together and one cannot be submitted without the other. If both are not submitted together, your application will not be considered and you will not have the chance to appeal.

There is ample time between when your readmission status is communicated and when the applications close--please do not rush this process. It is important that you provide the correct information along with proof that is relevant and helpful. Please take the time that you have to check that you have complied with the requirements and that you are able to provide as much information as possible.

This is often a difficult and overwhelming process but it is so much easier to break down what you need to do and take it step by step to make sure it is done properly so that you give yourself the best chance to appeal possible.

## 4 When do applications close and how much will it cost?

### Application closing dates

Applications close on **11 January 2024** and this applies to submission of readmission appeals and supporting documents. No late applications will be accepted, please make sure to submit the application on time with all the relevant documentation.

### Application costs

Applications cost **R484** and this fee is not refundable. Payment methods are detailed in the letter communicating the readmission status. If you are unable to afford the fee it is best to contact your faculty administrator or [srcchair@sun.ac.za](mailto:srcchair@sun.ac.za)

## 5 Is there any support available?

### SRC & AAC Support

The SRC and AAC understand that readmission is an overwhelming process that can be emotionally and mentally challenging. Where possible, it is important for students to seek support within their family structures or professionally to assist them in properly planning for their future. If it so happens that your appeal is rejected we advise you to look at other options such as UNISA for non-degree purposes where you can take up modules for the 2024 academic year. Additionally, we want you to know that this process is not something to feel ashamed of, it may serve as an opportunity to determine how to better heal from trauma or change your circumstances for the better.

Whilst we would love to be able to ensure and guarantee a successful appeal, we cannot do that. The best we can do is assist you in ensuring that your application is thorough, well written and complies with all of the requirements. We cannot write your appeal for you or manufacture information for your benefit. We will be honest and open with you, but also compassionate and understanding of your circumstances as we want you to succeed and to eventually graduate with a degree that you have worked incredibly hard for.

If you have any questions that concern the academic aspect of the appeal such as finding programme information, requirements etc, please feel free to email **[ACADEMICAFFAIRS@sun.ac.za](mailto:ACADEMICAFFAIRS@sun.ac.za)** to reach the Academic Affairs Council. If you need general assistance or need help to ensure your application is compliant, please feel free to email the **AAC** or **[SR@sun.ac.za](mailto:SR@sun.ac.za)** to reach the Students' Representative Council.

We wish you the best of luck with your appeal process and please be sure to reach out for support and assistance, remember that life does not end with academic exclusion.