Dear Student

Readmission to UCT in 2019

Your Faculty Examination Committee has met to consider the academic standings of all students. Your academic standing for 2018, which is based on performance in 2018 courses:

**Status pending: continue if supplementary/deferred examination/s passed**

Your Faculty Examination Committee has assessed your overall performance against the published rules for readmission and determined that you have not met the minimum requirements for readmission in 2019. If you pass your supplementary and/or deferred examination(s), you may meet the requirements for readmission. Your Faculty Office will be able to advise you on exactly what you need to do to meet the readmission requirements – readmission for 2019 is dependent on you successfully meeting the criteria as set out by your Faculty Office.

Please note, should you feel that there were mitigating circumstances affecting your academic performance you do have the right to appeal this decision. **You must do this before you write** and know the results of your supplementary and/or deferred examination(s).

Each Faculty has a Readmission Appeal Committee (RAC). The RAC meets to consider appeals from students seeking permission to re-register in or, transfer to, that Faculty. Each Faculty RAC will consider your school leaving examination results, your complete academic record at UCT (and at any other university you may have attended) and details of your performance and participation in each of the courses for which you were registered. The Committee also gives careful consideration to your appeal and the details you include about why you have not succeeded academically. The appeal process is confidential.

Please note that the **RAC is the only body** that can hear your appeal and its decision will be final. **No second or further appeal to a higher body is possible.**

If you wish to appeal you must:
- read the enclosed information sheet about the appeal process very carefully; and,
- submit a completed appeal form via PeopleSoft Self Service by the due date.

Experience shows that seeking curriculum advice from your Faculty Office, consultation with the Student Wellness Centre, Faculty Councils (FCs) and the Student Representative Council (SRC) can strengthen your appeal.

You must **submit your application electronically as a SINGLE PDF file on PeopleSoft**. This not only simplifies the process but allows for **faster and more efficient communication** with the RAC. Should you have any technical issues with the PeopleSoft system, please email Student Systems Support at sss-helpdesk@uct.ac.za or phone 021 650 5227/4720. If you are unable to access the internet to submit your appeal on PeopleSoft please contact the Student Records Office on 021 650 3595.

For online appeals, go to: [http://www.students.uct.ac.za/students/current-students/readmissions](http://www.students.uct.ac.za/students/current-students/readmissions)

Your appeal must reach us no later than **Friday 11 January 2019 at 12h00**.

**This is an absolute deadline.** Appeals received after this date will only be considered under exceptional circumstances. **Late appeals must be accompanied by a letter explaining why the appeal is late.** The chair of the RAC will use his/her discretion about whether to consider late appeals.

Yours sincerely

Rethar Jansen
Deputy Manager: Academic Records
for REGISTRAR

“Our Mission is to be an outstanding teaching and research university, educating for life and addressing the challenges facing society.”