

Readmission Appeal Information Sheet

This document sets out the procedures you must follow if you wish to be readmitted to UCT in 2017.

Please note: Appeals will only be considered for students academically excluded in 2016. **Students who were excluded in previous years must apply via the [Admissions Office](#).**

Please take note of your academic standing. **Your status is 'not eligible to continue' (i.e. RENN):** You have been denied readmission in 2017 because you have failed to meet the minimum academic requirements.

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.

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. As such, you must include all evidence of circumstances that would justify your readmission in your appeal. Such evidence would include, for example, medical/death certificates, sworn affidavits, travel itineraries and tickets.

The Readmission Appeal Process

Step 1: Read this information sheet carefully.

Step 2: Complete the **correct** appeal form (make sure that you have completed the checklist at the end of this information sheet) – February 2017 RENN.

Please make sure that before you submit your appeal that you make and keep a copy of your appeal form and any supporting documentation.

Step 3: Send your appeal to the Student Records Office by the deadline date and time:
- **Wednesday 01 March 2017 by 4pm/16h00**

Your appeal form and supporting documents **can only be submitted to the Student Records Office.**

We strongly encourage you to **submit your form electronically** (see page four). This not only simplifies the process but allows for **faster and more efficient communication** with the RAC. It has the added benefit of ensuring that your **documents are not delayed in reaching us or lost in the post.**

Step 4: The Student Records Office prepares an appeal folder that will be sent to your faculty's RAC. Please **do not** include your UCT and matric results in your application. This package will be sent to the Faculty RAC to which you have appealed.

Step 5: The RAC will consider your appeal.

Step 6: The RAC will write to you to inform you of their decision (for further information about this, please read the section titled 'Appeal Results').

Step 7: We **strongly urge** you to start making plans for what you will do in 2017 if your appeal fails and you are denied readmission to UCT. **Please do not wait until you know the outcome** of your appeal to **start planning for 2017** as you may be too late to gain entrance into another institution.

If you can show that at the end of 2017 your academic progress has improved significantly at another institution (e.g. Unisa), UCT may consider your application for study – through the Admissions Office – in 2018.

Reasons for Appeal

As mentioned above, it is important that **you provide as much context and supporting information** as possible to get a full picture of why you struggled academically through the year. Supporting reasons may be, for example: accommodation problems, your financial position, any emotional problems you may have had, any ill health, or family difficulties.

In considering appeals, the RAC looks for **evidence** that:

- you have made reasonable progress, given your educational background;
- your academic performance was affected by particular events or circumstances;
- you would perform better if you were registered for a different degree or diploma programme; or
- you have a real interest/motivation in pursuing the chosen course of study.

Choices on the Appeal Form

Please see the tables below for an explanation of the different options available to you with regard to readmission to UCT in 2017.

Please note that if you tick **block A** on the appeal form then **you must also tick** one of blocks **A1, A2 or A3**.

CHOICE A	
You apply to register for the same degree/diploma, but if your readmission is refused, and:	
you do not want to return to UCT, then choose	A1
you want to register for a different diploma/degree in the same Faculty , then choose	A2
you want to register for a different diploma/degree in a different Faculty , then choose	A3

Please note that if you tick **block B** on the appeal form, then **you must also tick** one of blocks **B1, B2 or B3**.

CHOICE B	
You apply to register for a different degree/diploma in another Faculty, but if your readmission is refused, and:	
you do not want to return to UCT, then choose	B1
you want to register for a different diploma/degree in the same Faculty , then choose	B2
you want to register for a different diploma/degree in a different Faculty , then choose	B3

Please note that indicating a second choice will in no way jeopardise your chances of being readmitted for your original choice. **We encourage you to indicate both choices on your appeal form.** However, you must choose carefully because you will not have the opportunity to request alternative considerations should your appeal be unsuccessful.

If you do indicate that you would like to change to a different Faculty, you should **refer to the relevant Faculty website and electronic Faculty handbooks:** (<http://www.uct.ac.za/apply/handbooks/>), to find out what programmes they offer. If you choose to apply to a different Faculty, you must provide **a motivation** as to why you should be considered for entry into that Faculty.

Help and Advice

If you need help completing the form, or need advice on changing programmes or Faculties, please contact the relevant people below. Be aware that people may be unavailable due to public and other holidays.

Faculty	Contact Person	E-mail address
Commerce	Yolandah Hall	Yolandah.Hall@uct.ac.za
EDU Commerce	Yolandah Hall	Yolandah.Hall@uct.ac.za
EBE	Lisa Williams	Lisa.Williams@uct.ac.za
Humanities	Brigit Smit	Brigit.Smit@uct.ac.za
Law	Patricia Phillips	Patricia.Phillips@uct.ac.za
Science	David Gammon	David.Gammon@uct.ac.za

For additional support and advice (such as career advice, psychological support and advice regarding the RAC process and your rights) contact:

Who to contact	Telephone	E-mail
SRC Representative: (RAC process/rights)	021 650 3537/8	srcvpe@uct.ac.za
Careers Services: (Careers advice)	021 650 2497	careers.service@uct.ac.za
Student Wellness Centre: (Psychological support)	021 650 1017/20	N/A

Appeal Results

The Faculty will send you written confirmation of your RAC outcome. In addition, you can check PeopleSoft on the following dates to see the outcome of your appeal:

Faculty	RENN
Commerce	Wednesday 08 March
EDU Commerce	Wednesday 08 March
EBE	Thursday 09 March
Humanities	Friday 10 March
Law	Friday 03 March
Science	Monday 06 March

Address to which you must send your appeal

E-mail: rac-records@uct.ac.za

Hand deliver to:
Student Records Office
Room 4.18, Level 4
Masingene Building
Cross Campus Road
Middle Campus
Rondebosch

Fax to: 021 650 5714

Post to:
The Secretary, Readmission Appeals Committee
Student Records Office
University of Cape Town
Private Bag X3
Rondebosch
7701

Telephone: 021 650 3595

Final date for appeals

RENN – Wednesday 01 March 2017 by 4pm/16h00

Late applications will not be accepted.

Checklist

This checklist is to aid you in the completion of your appeal form.

- Have you completed your appeal form? Have you ticked either block A or block B?
- If you ticked block A, have you also ticked block A1 or A2 or A3?
- If you ticked block B, have you also ticked block B1 or B2 or B3?
- If you are applying to another faculty, did you motivate in point 5?
- If you ticked that you are appealing to another faculty, have you contacted the Faculty Office concerned? Has supporting documentation (if relevant and/or including a motivation) been attached?
- If you are appealing to transfer to another qualification have you checked that you would meet the current entrance requirements of that qualification? If not, the RAC cannot make an admissions decision.
- Is your appeal clearly written and does it include all relevant evidence to support the reason(s) for your poor performance? Remember that all information submitted to the RAC remains confidential, and withholding vital information will jeopardise your appeal.
- If you are appealing/applying to the Humanities and/or Commerce Faculties, have you included a completed curriculum plan?
- If you do not want an SRC nominee on the RAC to hear your appeal, have you ticked NO in Section C?