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STUDENT NUMBER

APPEAL FOR READMISSION TO UCT IN 2017

SUPP

NOTE: Please use Adobe 10 or a later version when completing this form. Do not complete this form on a Mac.

Appeals will only be considered for students who have been academically excluded in December 2016 or February 2017. Students excluded in previous years must apply via the Admissions Office.

Please read the **Readmission Information Sheet** before proceeding.

(tick) I have read and fully understand the appeal process. SIGNATURE: _____ DATE: _____

TITLE: _____ SURNAME: _____ FIRST NAMES: _____

YOUR 2016 DEGREE/DIPLOMA PROGRAMME FOR WHICH YOU WERE REGISTERED: _____

[Refer to List of Programmes](#)

EASILY CONTACTABLE DETAILS FOR CORRESPONDENCE (between 1 January and 31 March):

ADDRESS: _____ UCT EMAIL: _____

TELEPHONE NUMBER: _____

CURRENT CELL NUMBER: _____

ALTERNATE CELL NUMBER: _____

POSTAL CODE: _____

I WISH TO APPLY (PLEASE TICK ONLY A OR B)

A

I prefer to register for the **SAME** degree or diploma programme I was registered for in 2016.

I think there are good reasons for me to be permitted to register at UCT in 2017 despite my not meeting the minimum requirements for readmission. The reasons, and any EVIDENCE AND SUPPORTING DOCUMENTATION (doctor's certificates, etc.) as to why this year has not been successful, and why in the next year I think I will cope better are given overleaf.

HOWEVER, IF MY APPEAL TO BE READMITTED TO THE SAME PROGRAMME in the SAME FACULTY FAILS, THEN: (tick only one)

A1 I do not want to return to UCT.

OR

A2 I want to return to UCT in the same faculty I was in, but in a different programme, namely _____

[Refer to List of Programmes](#)

A3 I want to return to UCT but to a different faculty, namely _____

in the following degree or diploma programme: _____

[Refer to List of Programmes](#)

B I do **NOT** want to register for the same degree or diploma programme I was registered for in 2016. Instead, I wish to register for a **different** degree or diploma programme in 2017,

in the _____ faculty, namely _____

[Refer to List of Programmes](#)

HOWEVER, IF MY APPEAL TO BE READMITTED TO THE DIFFERENT FACULTY FAILS, THEN: (tick only one)

B1 I do not want to return to UCT.

OR

B2 I want to return to UCT in the different faculty, but in another programme, namely _____

[Refer to List of Programmes](#)

B3 I want to return to UCT but to another faculty, namely _____ in the following degree or diploma programme: _____

[Refer to List of Programmes](#)

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C The University Senate has approved student representation on the RAC by allowing a nominee of the SRC to be present at each meeting (see Page 5, Checklist).

Would you like to have an SRC nominee present when your case is heard?

	yes		no
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REASONS FOR APPEAL

1. Preparation for university study.

1.1 School information. What kind of school did you attend? Have many students from your school studied at UCT and/or another university? In what ways do you think that your school prepared or failed to prepare you for university study?
(To be answered by undergraduate students only)

(maximum 1500 characters – 300 words)

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1.2 Home background. What conditions in your living environment helped you or failed to help you in your studies? (This could refer to either your family home or other place of residence during term time, or both.)

What were your financial circumstances during your final years at school?

(To be answered by undergraduate students only)

(maximum 1500 characters – 300 words)

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2. Describe the events that affected your study in 2016, resulting in your failure to meet the minimum readmission requirements. Be specific and give details. For example include dates of all events that

affected your study and indicate which parts of which courses were affected and how these were affected. Attach relevant documentation. Be as succinct as possible in your response. **If you need more space than what is provided below, please attach additional pages and mark them clearly as a continuation of your response to section 2.**

Note: If you cite financial problems, you must include information on whether you received financial aid and, if so, why you were still experiencing financial difficulty.

Please ensure you disclose ALL relevant information here as you only have ONE CHANCE to appeal. Any information of a sensitive nature will be treated in the strictest confidence by your Faculty RAC.

Once the RAC has heard your appeal, there is NO higher or further appeal.

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3. List all the documents you are providing as evidence.

Please note: In most cases, your appeal will not be considered without appropriate documentary evidence.

(maximum 500 characters – 100 words)

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4. Describe how the problems you identified have been **resolved** to enable you to continue with and successfully complete your studies at UCT.

(maximum 3000 characters – 600 words)

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5. Describe why you are confident you will be successful **in another faculty (or programme)**.
(Only fill this in if you selected A3, B1, B2 OR B3).
(To be answered by undergraduate students only)

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Please note that if you wish to apply for re/entry into the Commerce or Humanities faculties, you must complete one or both of the the curriculum forms below:

Curriculum Plan: RAC transfer into General BA/BSocSci

Planned Major 1:	Planned Major 2:	(Planned Major 3):
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List the courses you will bring from your previous faculty.

Remember that in addition to any Humanities courses you have done, we recognise up to 8 semester courses from Commerce, Law or Science departments. We do NOT recognise any courses from Health Sciences or Engineering departments, but Science or Commerce courses you did as part of a Health Sciences or Engineering degree may count (e.g. Chemistry, Commercial Law).

COURSE CODE	COURSE TITLE	COURSE CODE	COURSE TITLE

Planned curriculum: first year in Humanities

	FIRST SEMESTER			SECOND SEMESTER		
	COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD
Major 1						
Major 2						
(Major 3)						

Planned curriculum: second year in Humanities

	FIRST SEMESTER			SECOND SEMESTER		
	COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD
Major 1						
Major 2						
(Major 3)						

Planned curriculum: third year in Humanities

	FIRST SEMESTER			SECOND SEMESTER		
	COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD
Major 1						
Major 2						
(Major 3)						

REMEMBER: to graduate, you need at least 20 semester courses in total, including at least 10 senior courses (2nd or 3rd year level), at least 12 Humanities courses and at least 2 majors, at least one of them a Humanities subject. (RDL1000-level courses count as senior courses).

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Curriculum Plan: Readmission via RAC into the Commerce Faculty

Specialisation/Stream (please complete another curriculum form if more than one):

Students outside the Faculty of Commerce should complete this block

The Commerce Faculty recognises courses and electives that are listed in the Commerce Faculty Handbooks (see website for handbooks).

COURSE CODE	COURSE TITLE	COURSE CODE	COURSE TITLE

Planned curriculum: first year in Commerce

	FIRST SEMESTER		SECOND SEMESTER		
COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD

Planned curriculum: second year in Commerce

	FIRST SEMESTER		SECOND SEMESTER		
COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD

Planned curriculum: third year in Commerce

	FIRST SEMESTER		SECOND SEMESTER		
COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD

Planned curriculum: fourth year in Commerce

	FIRST SEMESTER		SECOND SEMESTER		
COURSE CODE	COURSE TITLE	PERIOD	COURSE CODE	COURSE TITLE	PERIOD

IMPORTANT: Please refer to Commerce Faculty Handbook(s)
<http://www.commerce.uct.ac.za/Pages/ComFac-Downloads> for rules for each specialisation offered in the Commerce Faculty.

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YOU MUST ESTABLISH THE OUTCOME OF YOUR APPEAL TIMEOUSLY

Please see the information sheet under the section called "appeal results" for dates to contact the faculty. You must do so by **10 March 2017** at the **latest**, unless you have been advised otherwise by the faculty.

CHECKLIST – PLEASE FILL THIS IN

If you choose to have an SRC nominee present, it means he or she will read your documentation and participate in the discussion of your appeal. You may however choose (for whatever reasons) NOT to have an SRC nominee present when your case is heard. Please note we are unable to provide you with the name of the SRC nominee who will be present at your meeting but it will not be a student from your own faculty. (Refer to page 1 point C)

If you are applying for re/entry into the Commerce or Humanities faculty, have you completed a curriculum form?

Yes		No	
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Besides the pages of this form, how many other written pages are you submitting a part of your appeal.

	No of Pages
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How many separate pieces of documentation are you submitting as evidence NOW with this appeal form.

	No of Documents
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Is there any documentation still outstanding that you intend to send at a later date?

Yes		No	
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If you answered yes to the above question, list them below:

	No of Documents
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PLEASE NOTE: Any documentation sent at a later date should be clearly identified with your name and student number and must be submitted to the Student Records Office only.

PLEASE SAVE A COPY OF THE COMPLETED FORM ON YOUR DESKTOP AND SUBMIT THE COMPLETED DOCUMENT AND ANY ADDITIONAL DOCUMENTS VIA EMAIL TO rac-records@uct.ac.za BY Wednesday 01 March 2017 at 16h00/4pm.

For any queries related to the readmission process please contact the Student Records Office on Tel : 021 650 3595