



Student Records Office

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February 2017

Dear Student

Readmission to UCT in 2017

Your Faculty Examination Committee has met to consider the academic standings of all students. Your academic standing for 2016, which is based on performance in 2016 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 2017. 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 2017 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 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.

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

We strongly encourage you to **submit your form electronically**. 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 or lost in the post**. If you need to submit a paper application, you can collect paper appeal forms from the Student Records Office in the Masingene building on middle campus.

For online appeals, go to: <http://www.uct.ac.za/students/undergraduates/readmission/>

Your appeal must reach us no later than **Wednesday 1 March 2017 at 16h00**.

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