

2019 -12- 13



University Registrar
Academic Administration
Po Box 197 Medunsa 0204

TO: STUDENTS AND STAFF

FROM: DR JM MABELEBELE, REGISTRAR

DATE: 13 DECEMBER 2019

SUBJECT: 2020 REGISTRATION READINESS AND RELATED MATTERS

1 BACKGROUND

As you all know, with the extension of the 2019 academic year to January 2020, there are a number of matters that should be brought to the attention of students and staff in respect of the 2020 undergraduate and postgraduate registration period in January and February 2020.

2 IMPORTANT MATTERS FOR YOUR INFORMATION

2.1 Concurrent management of re-examinations; registration of returning students and registration of first entering students

As a result of the revised 2019 university calendar activities spilling over into January and February 2020, there will be a number of activities competing for the same space and time in January 2020. At a glance, the following activities will be taking place simultaneously from 6 January 2020 to 24 January 2020:

- a. finalisation of selections for first time entering and graduate applicants;
- b. registration of returning students during the first two weeks followed by registration of first entering students from the third week of January 2020 onwards;
- c. Management and administration of supplementary/deferred examinations from the 6th of January 2020;
- d. Capturing of marks for supplementary/deferred examinations;
- e. Convening of Examination Commission Meetings;
- f. Release of supplementary and deferred examination results; and
- g. Management of Academic Exclusion Appeal applications and communication of outcomes to affected students.

In light of the above, the Executive Committee of Senate has decided that:

- a. The students who are eligible for supplementary or deferred examinations will only be allowed to register once all their supplementary and deferred examination results have been released. In other words, their annual result

- code (which will determine their progression status) will have to be determined before they can be allowed to register in January 2020;
- b. Arising from this development referred to under (a) above, the date for the commencement of academic activities for returning students will be confirmed by the Deans on a programme by programme basis, guided by the number of students eligible for supplementary or deferred examination in their Schools and the imperative to ensure that the students sitting for supplementary and deferred examinations are not unduly prejudiced. Such a date will be communicated to the returning students during the week of 6-10 January 2020.
 - c. Students who have written the 2019 end of year standard examinations will receive their results on 19 December 2019. Those who are eligible to register can do so according to the senate approved dates (as indicated in the 2020 General University Calendar).

2.2 On-line registration for returning students

There will be on-line registration options for all returning students who have been financially and academically cleared, except those in the School of Science and Technology. **All Science and Technology students are expected to submit their completed registration forms to their School Desk in the Sports Complex for authorization.**

2.3 Financial clearance and related matters

The ECS and University Management have reaffirmed the following long-standing positions:

- 2.3.1 Returning students who have been sponsored and received funding from either NSFAS or a Provincial Government and have performed well academically will be financially cleared, unblocked and allowed to register for 2020.
- 2.3.2 Students who have not received NSFAS or Provincial Government funding during 2019 will be required to go through the financial clearance process at the Student Debtors and Financial Aid Offices.
- 2.3.3 All academically deserving students who have outstanding fees from 2019 are required to complete an Acknowledgement of Debt form before they can be allowed to register. They are also compelled to pay a registration fee amount of R4 500 in line with policy. NB. The registration fee, where applicable, is part of the tuition for the year of registration.
- 2.3.4 The Acknowledgement of Debt form by students referred to in 2.3.3 above, is due on the day of registration, where applicable. The form will be readily available from the Financial Aid Office team stationed at the Sports Complex.

2.4 Processing of academic exclusion applications and communication of JSAEC outcomes to students

- 2.3.1 The closing date for receiving academic exclusion applications in respect of students who are excluded after the release of the Standard Examination (for students who were excluded in 2018 or earlier) is **10 January 2020**. However, in the light of the Re-examinations/Deferred examinations scheduled for January 2020, it is likely that other students qualifying for these examinations may still appeal against their academic exclusion immediately after the release of their results mid-January 2020.
- 2.3.2 As a result of 2.3.1, the Office of the Registrar will allow the receipt of applications against academic exclusions up to **31 January 2020**, and will endeavor to finalise and communicate the outcomes on all the applications **before 28 February 2020**.
- 2.3.3 If the outcomes of the appeal applications are concluded six weeks or more into the academic year, those readmitted students will be allowed to register in the following academic year (2021) for obvious reasons that the academic year would have prolonged for so long that they will not be able to cope with the academic rigours of their respective programmes. There will be a series of JCSAEC meetings from mid-January 2020 to 28 February 2020 to be chaired by the DVC: Teaching, Learning and Community Engagement.

[All applicants are required to download and complete the prescribed application form and submit same to the Office of the registrar@smu.ac.za]

2.4 Release of standard examination results for 2019 academic year

The standard examination results will be released on **19 December 2019 at 18h00**.

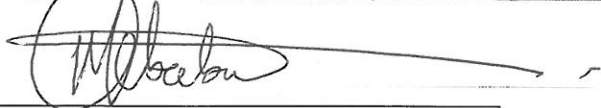
2.5 Important registration and examination dates

Below, for your ease of reference follows important dates to be borne in mind for the University in January and February 2020:

IMPORTANT DATES	
17 - 20 Dec 2019	Pre-registration: testing of the system
19 December 2019 (at 18h00)	Release of the standard examination results
3 January 2020	Release of embargoed Grade 12 results to universities
8 January 2020	Release of official Grade 12 results to the public.
6 - 10 Jan 2020	Release of admission offers to first year students (Schools to confirm the dates for the selection meetings)

7 -14 January 2020	Registration: returning students (subject to confirmation by the Deans in cases where examinations will be written in January 2020)
8 January 2020	Commencement of academic activities: returning students (subject to confirmation by the Deans)
15-16 January 2020	Registration: first time entering students (BPHARM)
20 January 2020	<ul style="list-style-type: none"> • Registration of all returning ECP II students • Commencement of academic activities (1st year BPHARM)
22-24 January 2020	Registration: all other first time entering students (including ECP I students)
24 January 2020	Registration for all other first time entering students ends
27 January 2020	Commencement of academic activities: BSc1 ECP students
30 January 2020	Commencement of academic activities: all other first time entering students excluding BPHARM and ECP students
31 January 2020	End of registration for all students except first time MMed and other postgraduate students
Supplementary/Deferred Examination and Examination Commissions Dates	
6 January 2020	Continuation of supplementary/deferred examination
10 January 2020	Closing date for submission of academic exclusion appeal applications for those not sitting for supplementary or deferred examination in January 2020. However, the academically excluded applicants who would have set for supplementary/deferred examinations will submit their applications by 31 January 2020
13 January to 28 February 2020	JCSAEC meetings
17 January 2020	Commencement of academic activities: first time entering students
17 January 2020	End of supplementary/deferred examinations
20 January 2020	Commencement of special examinations (subject to the applicable General rules of the University)
24 January 2020	End of special examinations
	Examination Commissions meetings (Schools to confirm the dates)
24 January 2020	Final date for the release of supplementary exam results. However, results will be released as and when they have been signed off by the Schools to enable the students to register timeously.
31 January 2020	Final date for submission of academic exclusions appeal applications
28 February 2020	Final date for the communication of outcomes to the academic exclusion appeal applicants.

For more information, kindly contact the Office of the Deputy Registrar, Mrs K Magwentshu at Kanyisa.magwentshu@smu.ac.za



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