



## **NOTICE**

Kindly be advised of the following information pertaining to the second semester registrations for the 2023 academic year.

### **Second semester modular additions and cancellations for all students**

1. Students who are **currently registered for the 2023 academic year** will be afforded with the opportunity to add semester two modules to their registration. These students will be able to use the iEnabler to access the option to register for semester two modules. This process will commence as from Wednesday, 12 July 2023 until Monday, 17 July 2023.
2. All additions will be done via the student iEnabler only.

### **National Diploma, Baccalaureus Technology degree (BTech) and Work Integrated Learning (WIL) students**

The following information is applicable to the above category of students who did not register at the beginning of 2023 in the manner stipulated as follows:

- 1.1. Students previously registered in the **phasing-out** National Diploma, and
- 1.2. BTech students registered in the **phasing-out** BTech programmes:
  - a. Provision has again been made to allow National Diploma and BTech students who did not for whatever reason register at the beginning of the 2023 academic year. These must be students who are due to complete their respective qualifications, with one or possibly two modules outstanding for completion in 2023 as these qualifications are phasing out.
  - b. Note that the National Diploma programmes have a final achievement date of **31 December 2023** and as a result, no registrations for National Diploma programmes will be allowed for 2024 as per SAQA instruction.
  - c. Students in national diploma and BTech programmes not registered already in 2023 will be required to apply for re-admission into the institution.
  - d. Students who have an academic exclusion must further apply for the academic appeal online via the student iEnabler.

- e. Both applications (readmission and appeals) will be required to be approved by the relevant HOD, through consideration of the academic rules of the University. The process for appeals and re-admissions will be opened for a period of one week; commencing on **07 July 2023 until 13 July 2023**, to allow applications to be processed. No late applications will be considered.
- f. Applications for re-admission must be applied for using the new VUT application for re-admission form (on the new VUT letterhead) to be obtained on the VUT website. These application forms must first be sent to the HOD for approval, and thereafter to Academic Administration for further processing.

### **Work Integrated Learning (WIL) students.**

1. WIL students who have been academically excluded will also be provided with the opportunity to apply for appeals against academic exclusion from **07 July 2023 until 13 July 2023**, via the student iEnabler. This will provide them with the opportunity to ensure that, should the appeals be approved, are registered for the second cycle of 2023, which closes on 29 September 2023.
2. Please note that any national diploma students who have never registered for WIL P1 will not be allowed to register for P1 anymore as they will not be able to complete the qualification (there will be no P2 registered) by **31 December 2023**.

### **Additional note on appeals**

All appeals must follow the correct processes, and HODs will apply the University rules when evaluating students for re-admission into the University. Please note that for students not currently registered for 2023, the approved appeals will enable registration for the 2024 academic year as no new registrations will be allowed for 2023.

### **Cancellation of modules**

- Cancellation of modules must be done using the approved cancellation form, obtainable on the University website. The form **must be signed by the HOD first**, and thereafter submitted to the Academic Administration Department for further processing.
- Forms not signed by the HOD will not be processed.

**NB:** Closing date for the cancellation of semester two modules is 13 September 2023. Incomplete (forms not signed) as well as completed and signed forms not received by this date will not be processed and the registration for the respective modules will remain against 2023.

### **Commencement of classes**

The modular addition period will have an impact primarily on students who were unable to add all their second semester modules at the commencement of the academic year and as such, is not expected to impact on all currently registered students. Students registering multiple periods of study will still not be able to register all modules due to timetable clashes.

It is therefore based on the above statement, that classes for the second semester will commence on 17 July 2023, as indicated in the approved academic calendar for 2023.

Issued by the Office of the Registrar.