



NOTICE

Kindly be advised of the following information pertaining to the second semester modular additions for the 2024 academic year.

Second semester modular additions and cancellations for all students

1. Students who are currently registered for the 2024 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. Ensure that you click on the "add subjects to a registration" tab, to check if there are any modules available to be added. Should there be no modules, then there should be no need to add modules to your registration.
2. Students who did not register for year 2024 and are left with one or two modules in the second semester to complete their qualification, will also be afforded the opportunity to register the remaining second semester modules, but permission should be given by their HOD's to be readmitted. 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 (www.vut.ac.za). These application forms must first be sent to the HOD for approval, and thereafter to Academic Administration for further processing. By signing the readmission form, the respective HOD confirms that they have performed the necessary checks and confirm that students have only one or two modules outstanding to complete their qualifications. The students will be registered for the qualification in the back office, and thereafter students will themselves add the modules via the iEnabler. Students must ensure that they have paid their **Registration fee of R2500.**

Banking Details Bank Name: ABSA BANK

Account Number: 4068126832

Branch Code: 632005

Reference Student number

3. Please note that this is the last arrangement that allows for the dual registration. All students must register during the first semester of each academic year even if they only have second semester modules outstanding. VUT has approved for a single registration that must be conducted in January of each academic year.

There will be no further allowance for second semester qualification registrations from the 2025 academic year onwards.

4. This process will commence as from Monday 08 July 2024 until Friday, 12 July 2024.

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 2024 in the manner stipulated as follows:

- 1.1. BTech students registered in the **phasing-out** BTech programmes:
 - a. BTech students who are due to complete their respective qualifications, may be allowed to register. This is on condition that the outstanding modules are semester two modules. No registration will be allowed for year modules or semester one modules.
 - b. Note that the BTech programmes have a final achievement date of **31 December 2024** and as a result, no registrations for BTech programmes will be allowed for year 2025 as per SAQA instruction.
 - c. Students in BTech programmes not registered already in 2024 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 **08 July 2024 until 10 July 2024**, 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 **08 July 2024 until 10 July 2024**, 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 2024, which closes on 29 September 2024.

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 2024, the approved appeals will enable registration for the 2024 academic year as no new registrations will be allowed for 2024.

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 **11 September 2024**. Incomplete (forms not signed) as well as completed and signed forms not received by **09 September 2024** will not be processed and the registration for the respective modules will remain against 2024.

Issued by the Office of the Registrar.