

WITS UNIVERSITY

1922 2022

PROCEDURES RELATING TO THE RENEWAL OR REFUSAL OF REGISTRATION OF STUDENTS

2026 - 2027



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

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WITS UNIVERSITY 100 1922 2022

A STUDENT GUIDE TO RE-ADMISSIONS VIA THE WITS RE-ADMISSIONS COMMITTEE (WRC-1&2)

STEPS TO FOLLOW IF YOU HAVE BEEN REFUSED PERMISSION TO RE-REGISTER BECAUSE YOU HAVE NOT MET MINIMUM REQUIREMENTS (MRNM/MRNL)

STEP 1

Get your exam results as soon as they are published – Students must check the dates when assessment results will be available in their Faculty before leaving the University.

The failure of a student to meet the minimum requirement of study will be indicated by the result code MRNM/MRNL (see page 6), and a student will not be permitted to renew her/his registration for the same qualification unless a student is granted permission to do so by the relevant WRC.

If result code = MRNM, then proceed to STEP 2

STEP 2

Access and complete the WRC appeal forms online. The on-line application form is available on self-service (Navigation: Self Service >> Application for WRC).
The on-line application form for your appeal and all supporting documentation must be submitted on time as specified by each Faculty (see page 4-5 for more details).
Your WRC-1 outcome will be emailed to your Wits email on the date specified by your Faculty. For students who have reached N+2 and who have a course/s outstanding, representations will not be considered by WRC-1 and the application will automatically be referred to WRC-2 for a decision and outcome. Your result code will be MRNL.

If your appeal has been unsuccessful, proceed to STEP 3

STEP 3

Notice of the WRC-2 hearings will be emailed to you by your Faculty at least 24 hours before the meeting.Your WRC-2 outcome will be emailed to your Wits email on the date specified by your Faculty.

PLEASE ENSURE THAT YOU READ THROUGH THE THE REMAINDER OF THE BOOKLET FOR A COMPLETE DESCRIPTION OF THE WRC PROCEDURES.

2026/2027 READMISSIONS COMMITTEES

DATES FOR PUBLICATION OF NORMAL EXAMINATION RESULTS AND WITS RE-ADMISSIONS COMMITTEE MEETINGS (WRC 1 & 2)

Students, please note the dates listed below on which your Faculty's WRC meetings will be held. Please ensure that you comply with your Faculty's submission deadline and take note of the outcome date.

FACULTY	COMMERCE, LAW & MANAGEMENT	ENGINEERING & THE BUILT ENVIRONMENT	HEALTH SCIENCES	HUMANITIES	SCIENCE
LATEST DATE FOR PUBLICATION OF EXAM RESULTS	17 December 2026	18 December 2026	21 December 2026	17 December 2026	18 December 2026
WRC1 SUBMISSION DEADLINE (24:00)	06 January 2027	03 January 2027	02 January 2027	04 January 2027	06 January 2027
DATES OF WRC1 MEETINGS	11 January 2027	06 January 2027	06 - 08 January 2027	08 January 2027	11 January 2027
DATES OF OUTCOME OF WRC1 MEETINGS	11 January 2027	06 January 2027	11 January 2027	11 January 2027	12 January 2027
DATES OF WRC-2 MEETINGS	15 - 20 January 2027	13 - 15 January 2027	13 – 14 January 2027	21 - 22 January 2027	18 January 2027
OUTCOMES OF WRC-2 MEETINGS	20 January 2027	15 January 2027	18 January 2027	25 January 2027	19 January 2027

Nicoleen Potgieter
University Deputy Registrar

2026/2027 READMISSIONS COMMITTEES

DATES FOR PUBLICATION OF SUPPLEMENTARY/DEFERRED EXAMINATION RESULTS AND WITS RE-ADMISSIONS COMMITTEE MEETINGS (WRC 1 & 2)

Students, please note the dates listed below on which your Faculty's WRC meetings will be held. Please ensure that you comply with your Faculty's submission deadline and take note of the outcome date.

FACULTY	COMMERCE, LAW & MANAGEMENT	ENGINEERING & THE BUILT ENVIRONMENT	HEALTH SCIENCES	HUMANITIES	SCIENCE
LATEST DATE FOR PUBLICATION OF DEFERRED/ SUPPLEMENTARY RESULTS	25 January 2027	22 January 2027	21 December 2026	25 January 2027	26 January 2027
WRC1 SUBMISSION DEADLINE (24:00)	27 January 2027	26 January 2027	02 January 2027	28 January 2027	29 January 2027
DATES OF WRC1 MEETINGS	29 January 2027	28 January 2027	06 - 08 January 2027	01 February 2027	02 February 2027
DATES OF OUTCOME OF WRC1 MEETINGS	29 January 2027	28 January 2027	11 January 2027	01 February 2027	02 February 2027
DATES OF WRC-2 MEETINGS	04 February 2027	02 - 03 February 2027	13 - 14 January 2027	03 February 2027	04 February 2027
OUTCOMES OF WRC-2 MEETINGS	04 February 2027	03 February 2027	18 January 2027	04 February 2027	04 February 2027

Nicoleen Potgieter
University Deputy Registrar

PROCEDURES RELATING TO RENEWAL OR REFUSAL OF REGISTRATION OF STUDENTS

1 Publication of assessment results and official status of results

Each student is responsible for establishing their own results in time for making any appeals or other arrangements. The official assessment results are available on the student self-service portal and can be accessed through the following URL: www.wits.ac.za/students/exams/results.

Students are also informed of their overall result on their wits e-mail address, but students should not rely on receiving the e-mail on time. It will not assist a student to claim that any lateness in submitting representations is due to the non-receipt or late receipt of e-mail correspondence from the University. If the overall result code is that minimum requirements have not been met (MRNM or MRNL) then the student may access and complete the WRC appeal forms online.

Students coded MEXL/MRNX will not be allowed to appeal this outcome. The Vice-Chancellor, Senior DVC Academic or the University Registrar will not have the power to overrule this decision made in terms of the Faculty rules and such a decision will be final and will not be subject to any WRC appeals process.

2 MINIMUM REQUIREMENTS

2.1 Cancellation of registration as a result of unsatisfactory performance/progress

In terms of the University's General Rules, rule 5.7.2 stipulates that-

"The Senate may cancel the registration of an undergraduate student in the qualification for which the student is registered in that year and in the opinion of the Senate the student's progress is unsatisfactory or the student has not met the conditions that was stipulated for her/his readmission in that year of study."

2.2 Minimum requirements and codes indicating failure to meet minimum requirements

The minimum requirements for each year of study are specified in each Faculty's Rules and Syllabuses Book. A student who fails to meet the minimum requirements of study will not be permitted to renew their registration for the same degree, diploma, certificate during the following academic year unless granted permission to do so by the relevant Faculty's Board of Examiners (BOE) or the WRC. The failure of a student to meet the minimum requirements of study will be indicated by the following result code: MRNM, which means, "Minimum requirements not met; student needs permission to renew registration for the same qualification", or MRNL, which means, "Minimum requirements not met, student reached N+2". Students coded MRNM must apply to WRC-1, and if a student receives a MRNL code, they must apply to the WRC-2.

2.3 Students not granted permission to renew registration by the Board of Examiners

A student who has failed to meet the minimum requirements of study and who has not been granted permission by the relevant Board of Examiners Committee to renew their registration will be informed:

a) that they will not be permitted to renew their registration for the same degree, diploma, certificate unless they have made successful representations to the relevant WRC;

b) that they may give reasons or information in writing to WRC-1 as to why they should not be refused permission to renew their registration;

c) of the date and the manner in which such reason or information must be supplied to WRC-1.

The onus is on the student to ensure compliance with all of the conditions or formats or dates required by the WRC.

3 WITS RE-ADMISSIONS COMMITTEE – (WRC-1)

3.1 Acceptance of representations

3.1.1 Representations submitted on time

A Faculty may accept for consideration all representations submitted by 24:00 on the relevant due date and stipulated time as set out in 2.3(c). All representations must be made through the official online platform via Student Self-Service, or in exceptional cases in hardcopy[1] at the Faculty. Only representations received via formal Wits channels as noted above will be considered. Emailed submissions will only be received in exceptional and previously agreed circumstances. In certain Faculties the deadlines for submission of WRC applications for students who write supplementary assessments and those who do not are different and will be published by the University accordingly (refer to pages 4-5).

3.1.2 Late representations

The University will not consider any representation submitted for any reason after 24:00 on the day stipulated by the Faculty.

3.2 Establishment and remit of WRC-1

The Wits Re-Admissions Committee 1 (WRC-1) of each Faculty will meet as per the schedule given on page 4-5.

3.3 WRC-1 Composition

Each Faculty will have a WRC-1 Committee which will consider the applications. This committee includes:

1) the Assistant Dean (UG); (Chairperson)

2) a member of the academic staff of the Faculty appointed by the Dean;

3) a member of staff concerned with academic development appointed by the Dean or the Faculty Board;

[1] WRC documents can be downloaded from the Wits Website:

http://www.wits.ac.za/students/exams/results/

4) a member of the Faculty Student Council appointed by such Council and;
5) the Faculty Registrar or a senior academic administrative member of staff.

If a Faculty has no Faculty Student Council, or the Faculty Council is not able to provide a representative, a representative from a School Council should be asked to serve on the WRC Committee. The name/s and contact details of the student/s concerned should be forwarded by the Faculty Registrar to the SRC Academic Officer by no later than 05 December 2025. If the Faculty Registrar is not able to find a student representative, the SRC will nominate a representative to sit on the WRC.

It is important to note:

- No student (Faculty, School or SRC representative) who serves on the WRC-1 Committee may participate in the WRC-2 hearings – neither as a WRC member nor as a student representative (as defined in 4.4.2).
- No student who has failed to meet the minimum requirements of study in the most recent assessment session may be a member of a WRC Committee.
- In the event that a WRC1, member is unable to attend, the Dean or the Faculty Board may appoint a substitute for any member of a WRC Committee.
- Notwithstanding the absence of any member of a WRC1 Committee, the Chairperson may decide to proceed with the WRC1 Committee as constituted.
- The WRC-1 Committee may consult any person/s regarding any matter pertaining to any case, and may require such person/s to be present during its deliberations.
- The membership of the Committee will be made known to any student on request.

3.4 WRC-1 Meetings

Each WRC-1 Committee will meet when convened by the Chairperson and every effort will be made to ensure that the student member of the WRC-1 Committee is present at the Committee meetings. If the student member has not arrived at the meeting within 10 minutes of the start of the meeting, the Faculty Registrar will contact the SRC (Academic Officer) who will endeavor to send an alternate. The absence of the student member or of any other member of the Committee will not invalidate the proceedings of the Committee. The Committee will, however, not be required to wait for the arrival of any member before commencing, as long as the Chairperson and one other member is present. A student whose case is to be considered is entitled to object to the presence of the student member of the WRC in which event the student member will not be entitled to be present. If a student member has an interest in a case, they will recuse themselves.

3.5 Representations

When a student submits their written representation, it will be incumbent on the student to furnish the Committee (in writing) with ALL the reasons and information upon which they rely, together with such documentary evidence as may be appropriate. It is the sole responsibility of the student to ensure that the WRC1 is presented with all pertinent and necessary documentation and information in support of their application, and within the Faculty's prescribed deadlines.

Where applicable, the student should supply information from independent and objective sources, e.g.

- a duly completed University Health Form available from the Faculty Office or website www.wits.ac.za/students/exams/results
- detailed information on their academic progress during the year, such as marks for essays, projects and other work of the class and mid-year test and assessment results.

Where an appeal is being lodged on the grounds of a medical or other health-related condition it is not incumbent on a student to disclose their diagnosis. However, as the WRC is entitled to substantiated information and students are required to have their practitioners complete the stipulated health form. The onus is on the student to get the form completed. Students should note that the authenticity of the form will be checked. Without this form no health-related condition will be taken into consideration by the WRC.

The WRC-1 Committee reserves the right to verify any information submitted to it. A student should retain copies of their written representation to the WRC-1 Committee as no copies will be provided to the student at a later time.

3.6 WRC-1 Proceedings

3.6.1 Briefing

The Chairperson of each WRC-1 Committee will brief the members of the Committee on the policy, procedures and any special circumstances before the round of meetings commences.

3.6.2 Representations considered by WRC-1

The written representations of every student in the Faculty who fails the minimum requirements of study and who submits representations in the prescribed format, by the due date, will be considered by the WRC-1 Committee. Representations from students who have reached N+2[2] and who have a course/s outstanding[3], will automatically be referred to WRC-2 Committee for an outcome and a decision. These cases will not be considered by the WRC-1 Committee.

3.6.3 Documents considered and verification of information

The WRC-1 Committee will consider any document furnished by the student and the academic record of the student at the University, giving such weight to the demands of particular courses as it considers fit. The submission of false information by a student will, unless the WRC-1 Committee determines otherwise, result in them being refused permission to renew their registration or their registration being cancelled.

3.6.4 WRC-1 Committee deliberations

The Committee may take into account the following:

- the record, if any, of the student's attendance and participation in the work of the class;
- the record, if any, of the student's participation in academic development programmes;
- the record, if any, of requests by the student for deferred assessments;
- the record, if any, of ill health, absences and leave of absence granted to the student (as long as the ill-health record is in the prescribed format);
- the academic record of the student at other tertiary institutions;
- proof of funding;

[2] N is the minimum qualification completion time (regulation time) specified by the university for a programme. A student must complete a programme within two years of regulation time (N+2).

[3] For the course or number of courses outstanding, refer to Faculty.

- the demand for places in particular courses or degrees for the same degrees, diplomas, certificates and the quality of applications received for those places; and
- such other information as it considers relevant.

The Committee has the power to investigate any information furnished by the student or any other person and to call for additional information or material as it deems appropriate. All proceedings of the Committee will be strictly confidential.

3.7 Decisions of the WRC-1 Committee and changes to overall results decisions

The Committee will make one of the following decisions:

1) to grant permission to a student unconditionally to renew their registration for the same degree, diploma, certificate.
2) to grant permission to the student to renew their registration on such conditions as it considers fit, for instance:

- that there be a limitation on the choice of courses; or
- that the student converts to another degree based on the guidance of the Faculty or Academic Advisor; or
- a requirement that there be satisfactory participation in an academic development programme; or
- that the student furnish proof that the circumstances to which they attributed their failure to meet minimum academic requirements will not adversely affect their academic progress in the forthcoming academic year; or
- satisfactory progress has been made by the end of the first term.

3) to refuse permission for a student to renew their registration for the same degree, diploma, certificate.

Should the Committee decide to refuse permission for a student to renew their registration in the Faculty, the reasons for such refusal will be provided in a letter to the student, which is subsequently forwarded to the WRC-2 Committee. The overall result of a student who fails to meet the minimum requirements of study and who does not make representations to the relevant WRC by due date will remain either MRNM or become MBZ, both codes meaning- “Minimum requirements not met; needs permission to re-register for same qualification”.

3.8 Procedure for advising a student of a WRC-1 decision and right to appeal

3.8.1 Advising students of the WRC decision

Each student will be advised of the WRC-1 decision via their Wits student email. In the case of a decision to refuse permission for a student to renew their registration, the student will be advised of the reason/s for the decision in writing. The letter will be emailed to each student’s Wits email within three working days of the WRC-1 meeting.

Please check your Wits student email regularly for your outcome. Not accessing your email which informs you of the WRC1 outcome timeously cannot be used as a reason for not being present at a WRC2 hearing.

3.8.2 Content of decision letter

This letter will inform the student:

- that they may present themselves to the Wits Re-admissions Committee WRC-2 hearing where they will be given the opportunity to briefly argue and provide reasons in support of their case for consideration for re-admission; and
- of the date and format of the WRC-2.

This letter refers the student to the procedures document relating to renewal or refusal of registration with particular attention to the procedures of the WRC-2.

Notwithstanding the above, it is the student's sole responsibility to ensure that they are aware of the requirements and deadlines in order to submit an appeal of the WRC-1 decision and participate in the WRC-2 hearing.

4 WITS RE-ADMISSIONS COMMITTEE – (WRC-2)

4.1 Establishment and remit of WRC-2

4.1.1 WRC-2 Committee

The Wits Re-admissions Committee 2 (WRC-2) will be responsible for:

1) hearing appeals of students who were unsuccessful during WRC-1.
2) hearing the appeals of students who have reached N+2[4] with a course/s outstanding.

The WRC-2 will consist of suitably qualified persons appointed annually by the Dean or their nominee of the Faculty and drawn from the membership of the Senate, academic staff, and senior administrative staff with knowledge of the academic enterprise, and the students from School/Faculty Councils. The WRC-2 Committee will hear the appeal of any student whom a WRC-1 has refused permission to renew their registration for the same degree, diploma, certificate.

4.2 WRC-2 Membership

4.2.1 Chair

The Senior Deputy Vice-Chancellor (Academic) is the custodian and Chairperson of the WRC, and she may nominate other members to be Chairpersons of particular WRCs within faculties of the University.

[4] N is the minimum qualification completion time (regulation time) specified by the university for a programme. A student must complete a programme within two years of regulation time (N+2).

4.2.2 WRC-2 Composition

Each WRC-2 comprise of six members:

1) Chairperson the Dean of the Faculty[5], only in exceptional circumstances may the Dean nominate the Assistant Dean or Deputy Dean;
2) an academic member of the home Faculty;
3) an academic representative of another Faculty;
4) a student member (School/Faculty Council). If a faculty has no Faculty Student Council, or the Faculty Council is not able to provide a representative, a representative from a School Council should be asked to serve on the WRC Committee. If the Faculty Registrar is not able to find a student representative, the SRC will nominate a representative to sit on the WRC;
5) a member of staff with counselling skills, e.g. CCDU Psychologist/ADU/Intern, Psychology department staff, etc.;
6) a member of the WRC-1 committee – as an observer. An observer may not participate in the WRC2 decision making process and may only provide the committee with information or provide clarity on a matter.

The following should be noted with regards to the WRC-2 composition -

a) A quorum at a WRC2 meeting is any three WRC members.
b) In the absence of a Chairperson for a WRC-2 meeting, the Senior DVC (Academic) or their nominee must be approached to appoint a new Chairperson, who may be selected from the WRC-2 members (preferably academics) present at the meeting.
c) A student does not have the right to request any member of a WRC-2 meeting to excuse themselves unless a conflict of interest exists.
d) The Chairperson of the Committee must be the Dean, (only in exceptional circumstances may the Dean nominate the Assistant Dean or Deputy Dean). If the Assistant Dean or Deputy Dean is unavailable, a Head of School may be appointed as the Chairperson.
e) No student who has failed to meet the minimum requirements of study in the most recent examination session may be a member of the WRC-1 or 2.

4.2.3 Voting

WRC-2 decisions are routinely determined without voting. However, if voting rights are exercised the following provisos apply:

1) an equal number of votes are cast for and against re-admission of a student, the Chairperson has the deciding vote, even if they had participated in the voting process.
2) no person who is a member of the WRC-1 will be a member of the WRC-2;
3) no more than two members of the staff of the faculty in which a student is registered may make decisions in respect of the appeal of that student. For purposes of clarity, a member of staff with counselling skills may be present during the hearing but may not vote.

[5] The Dean will appoint a nominee to chair the WRC-2 which considers appeals from students who have reached N+2.

4.2.4 WRC-2 Advisers

A member of staff concerned with academic development (ADU) or a senior member of the administrative staff may be appointed as an adviser to the WRC.

4.2.5 WRC-2 observers

The Assistant Dean (UG) or other member as nominated by the Assistant Dean of the WRC-1 may be present, as an observer at any meeting of the WRC-2 within their own faculty, and may be called upon to clarify any matter or point under consideration or to provide any factual information required by the Committee, but will not participate in the deliberations of the Committee. Where the Committee decides to permit a student to renew their registration subject to certain conditions which the Committee wishes to impose, such observer may be asked to confirm that the conditions laid down by the Committee are appropriate within the context of the relevant faculty and curriculum.

4.2.6 Member recusal

The Chairperson at any meeting of the WRC-2 will have the authority to require any person to recuse themselves from the meeting or any part of the meeting, and such recusal (and the reason/s for such recusal) will be duly recorded.

4.3 Information submitted to the WRC-2 Committee

4.3.1 Verification

The WRC-2 has the right to verify any information submitted to it.

4.4 Representations to the WRC-2

4.4.1 Presentation options

The student will, in addition to their written representation to the WRC-2, make a short oral presentation to the WRC-2. In such a case the student may be accompanied by a student as defined in 4.4.2 below.

4.4.2 Representation

The student may be accompanied by a fellow student. The fellow student must be currently registered with the University, and not at risk of being refused permission to renew their own registration.

4.4.3 Assistance

The SRC may be prepared to assist the student in preparing their case. Students are encouraged to make their own representation.

4.5 Communicating decisions of the WRC-2

Where a student is permitted to renew their registration subject to conditions, such conditions will be included in a letter which will be emailed to your Wits email on the date specified by the Faculty.

4.6 Briefing of the WRC-2

Before the WRC-2 commences its first hearing, the Senior DVC (Academic) or a nominee may brief the WRC-2 on policy, procedures and any relevant special circumstances prevailing at the time. Student members of the WRC-2 may receive a special briefing session on the above.

4.7 Cases considered

The WRC-2 will consider the case of every student who has:

a) not already been granted permission by the relevant Board of Examiners to renew their registration (excluding students coded MRNX);

b) made unsuccessful representations to the relevant WRC-1 for permission to renew their registration; and

c) has been directed to appeal to WRC-2 because of them having reached or exceeded N+2.

4.8 Schedules and notices of hearing

4.8.1 Check dates

Every effort will be made to ensure that the provisional schedules of the WRC-2 hearings are published at least two weeks before the commencement of the relevant hearings. This schedule is subject to change dependent on the number of appeals to be heard in each Faculty to ensure that delays between submission of appeals and hearings are minimised.

4.9 WRC-2 Hearings

4.9.1 Absence of student

The appeal of a student who does not present themselves at the scheduled time before the WRC-2 hearing will not be heard. The WRC-2 will accept the decision of the WRC-1 as final. A representative (as defined in 4.4.2 above) may not appear before the WRC-2 in the absence of the student.

4.9.2 Consequence of not attending the WRC-2 Hearing

If a student does not attend the WRC-2 hearing, no consideration will be given to their case, no further information will be sent to them and the decision of the WRC-1 Committee will stand. However, where a student has been prevented, through circumstances beyond their own control, from attending their appeal by the stipulated date, the Chairperson of the WRC-2 Committee may order the hearing of the appeal of the student before the WRC- process for that Faculty closes. In such instances the student will furnish evidence of the cause for the absence.

4.9.3 Absence of representative

The appeal of a student who has indicated that they wish to be represented and whose representative (as defined in 4.4.2) fails to present themselves will be considered by the WRC-2 on the basis of the written appeal and the oral presentation of the student, if the student agrees to make the latter.

4.9.4 Oral representation

In addition to a written and signed appeal, an oral appeal may be made either by a student or by their representative (as defined in 4.4.2), but not by both, and will be brief. Where a student has chosen a representative, question of clarification may be directed to either the student or the representative.

4.9.5 Postponed hearings

In exceptional circumstances the WRC-2 Chairperson may postpone the hearing of a student.

4.9.6 Expert Advice

The WRC-2 members have the right to call for expert opinion, e.g. for psychological, medical or other advice. The WRC-2 members may defer a decision on a case until such expert advice has been taken into consideration.

4.10 Deliberations

4.10.1 Correct Information

The WRC-2 will consider all the documents considered by the WRC-1, the reason/s given for its decision, and any reason or information in the oral presentation is duly submitted by the student. The submission of false information by a student will, unless determined otherwise by the committee in consultation with the Chair of the WRC, result in them being refused permission to renew their registration or in her/his registration being cancelled.

4.10.2 Verification of WRC-1 criteria by WRC-2

The WRC-2 will ascertain the criteria applied by the WRC-1.

4.10.3 WRC-2 considerations

The WRC-2 will also consider, if submitted to the Committee, the following circumstances relating to those listed under point 5 “Supplementary Guidelines” (See page 18).

a) academic performance;
b) reasons for failure to meet minimum academic requirements;
c) the likelihood of success if readmitted; and
d) students who are in their final year of study and completing their qualifications.
e) academic considerations
f) accommodation problems
g) financial position
h) emotional and/or psychological problems
i) ill-health
j) family difficulties
k) social stresses
l) reports from academic development tutors and/or the Counselling and Careers Development Unit
m) explicit proof of funding if N+2 has been reached
n) competing for places within the programme

4.10.4 Maintaining consistency

The WRC-2 will consider each request in the context of comparable decisions of the WRC-1 of which the WRC-2 has knowledge. It will pay due regard to the attempts of that Committee to achieve consistency. For this purpose, it may inspect the record of any case considered by the WRC-1. The WRC-2 will, however, not be bound by anything said or done by the WRC-1 and will consider the individual merits of each case.

4.10.5 Confidentiality

The proceedings of the WRC-2 will be strictly confidential.

4.11 Procedure appeal

If any member of the WRC-2 is dissatisfied with the procedure of the WRC-2, such member should report the matter in writing to the Senior DVC (Academic) who is the custodian of the WRC process. If the Senior DVC (Academic) considers there to be some substance in the report, she will discuss the matter with the Chairperson of the WRC-2 who will consider the appeal and will thereafter either:

a) order a review of the proceedings by an ad hoc committee appointed by themselves for the purpose; or
b) rule that the decision of the WRC-2 is final.

4.12 Power of the Senior DVC (Academic)

The Senior DVC (Academic) will not have the power to overturn any decision of the WRC-2. However, if a case is referred to them on procedural grounds they may refer the case back to the WRC-2.

4.13 Decisions of the WRC-2 and finality of decisions

4.13.1 The WRC-2 will make one of the following decisions

1) to permit renewal of registration in the degree unconditionally;

2) to permit renewal of registration in the degree on such conditions as the Committee considers fit, provided that such conditions are specified, e.g. limitation of choice of courses, satisfactory participation in academic support programmes, or when reason for failure indicated financial constraints, proof of financial support by a given date, conversion to another degree on the guidance of the Faculty or Academic Advisor.

3) to refuse a student permission to renew their registration in the degree, and to recommend to VPC, a student who has reached N+2, but who due to exceptional circumstances could be considered for renewal of registration. This must be based on substantive evidence and must be supported by the Faculty.

4.13.2 Finality of decisions

The Vice-Chancellor, Senior DVC or any other Deputy Vice-Chancellor will not have the power to overrule any decision made in terms of these rules or to alter its conditions and such decision will be final and will not be subject to further appeal. However, if there is a procedural flaw in the WRC-2 process, e.g. information was submitted to the Faculty but not made available to the WRC-2, the student may appeal to the Senior DVC (Academic) who will either uphold the decision of the WRC-2 or refer the matter back to the WRC-2. The Senior DVC (Academic) cannot overturn the decision of the WRC-2. All correspondence in an appeal based on a procedural flaw must be addressed to the Faculty Registrar who will then forward appeals to the University Deputy Registrar.

4.14 VP and Deans Committee (VPC)

This Committee will only consider appeals of students exceeding N+2 on the recommendation of the Faculty and based on the documentation provided to the WRC Committee. No further new documentation will be considered by the VPC. There needs to be a substantive reason before the Faculty will recommend the case to the VPC. Extenuating circumstances need to be time specific to examination periods and assessment. Students will not be allowed to make representation directly to VPC. The VPC will meet in January / February of each year.

4.14.1 The Composition of VPC

This Committee will comprise of seven members:

1) A chairperson (Senior DVC Academic);
2) Dean of each Faculty (Five Deans);
3) SRC President

4.14.2 Finality of decisions by the VPC

All decisions from this committee will be final and not subject to any further appeal.

4.14.3 Confidentiality

The proceedings of the VPC will be strictly confidential.

4.15 Re-admission

Having been refused permission to renew their registration for a degree, diploma, certificate, a student will be entitled to apply for renewal of registration for the same degree, diploma, certificate, after the lapse of at least one academic year by completing a new application form. An application may also be made for admission into a different degree, diploma, certificate, or programme of instruction after the lapse of one academic year.

A student wishing to change to another degree, diploma, certificate, or programme of instruction in the year of exclusion may do so with the special permission of the Dean in the [6]Faculty to which they are applying for admission.

[6]Students excluded from the Faculty of Health Sciences must apply to the special cases committee to be reconsidered for re-admission.

The application will be considered by the Faculty together with all other applications for admission and not again by either the WRC-1 or the WRC-2. Students will have to be in good standing before they would be allowed to register. The Faculty will take into account the student's record of failures to meet minimum requirements of study in that or any other Faculty and any subsequent relevant information.

The Senate may, in exceptional circumstances, consider the application of a student who was previously excluded from the University, for having failed to satisfy the minimum undergraduate degree requirements and exceeding the maximum time (N+2)[7] for the completion of the degree. In such a case the student will have to demonstrate that if they are readmitted, they will be able to succeed and complete the degree.

Students who are not successful in their applications to be readmitted to the University may be permitted to register as occasional students provided that such courses are offered as occasional studies at the University during the period of exclusion if they wish to pursue courses that can be credited towards the degree, diploma, certificate or programme of instruction from which they were excluded.

4.16 Report to Senate

The Registrar's Office reports yearly on the WRC and VPC decisions to the Senate.

5 SUPPLEMENTARY GUIDELINES

5.1 General considerations

The general considerations governing the renewal of registration of students who failed to meet the minimum requirements of study are:

a) academic performance;
b) reasons for failure to meet minimum academic requirements;
c) the likelihood of success if readmitted; and
d) students who are in their final year of study and completing their qualifications.

5.2 Particular considerations

In particular, the following considerations may be relevant to the decision whether to readmit a student:

a) academic considerations[8]
b) accommodation problems
c) financial position

[7] N is the minimum qualification completion time (regulation time) specified by the university for a programme. A student must complete a programme within two years of regulation time (N+2).

[8] Full academic record (including any record at other tertiary institutions); the number of times a student has failed to meet minimum requirements of study; attendance at lectures/tutorials in the relevant course/s; in the relevant course/s any or all of the following: participation in the work of the class; pass rate; staff/student ratio; methods of teaching and assessment; accessibility of lecturing staff; demand for places; quality of applications for places; evidence of a steady improvement during the year; availability of, and participation in, academic support programmes; requests for deferred assessments; and any other academic factor affecting performance.

d) emotional and/or psychological problems
e) ill-health
f) family difficulties
g) social stresses
h) reports from academic development tutors and/or the Counselling and Careers Development Unit
i) explicit proof of funding if N+2 has been reached
j) competing for places within the programme

5.3 Onus on student

Information pertaining to many of the considerations will ordinarily be within the knowledge of the student seeking re-admission and may frequently be beyond the capacity of the WRC to ascertain. It is, therefore, incumbent upon the student to submit information relevant to such considerations for evaluation by the WRC-1 or WRC-2 and to provide suitable substantiation in respect of each factor which the student believes had an adverse effect on their academic performance. Neither committee will be obliged to consider factors in respect of which a student has not provided substantiation.

5.4 Special consideration with respect to ill-health

In the case of ill-health, the substantiation provided must be in the form required (University Health form). This form does not require disclosure on the part of the student of their diagnosis but does require the comment of a medical practitioner on the impact of the condition on the ability of the student to perform academically both in the year in which minimum requirements were not met and the following year in which re-admission is being requested.

Acronyms and Exclusion Codes

6.1 Acronyms

a) The following table outlines frequently used acronyms and the meaning thereof.

WRC	Wits Readmissions Committee
BoE	Board of Examiners

6.2 Exclusion Table

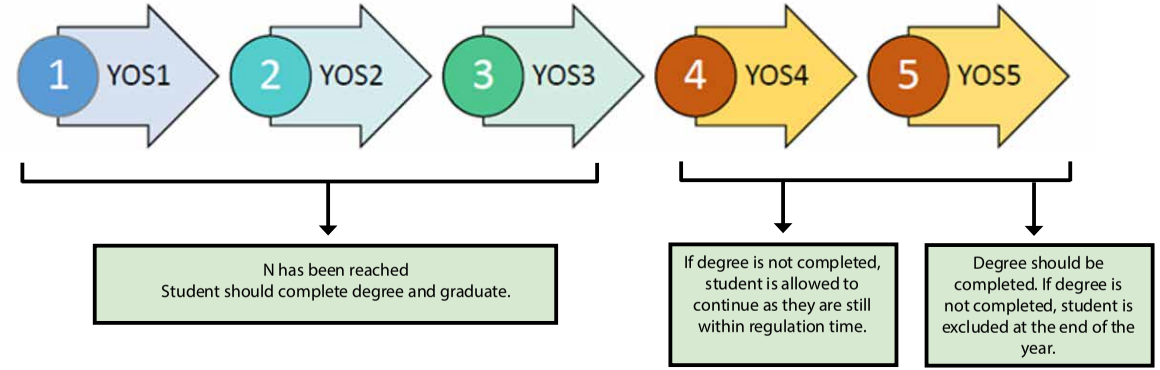
The following table outlines the various exclusion codes that are used across the University by the various Faculties.

M1A	Renewal of registration permitted by Wits Readmission Committee-1
M1C	Renewal of registration permitted by Wits Readmission Committee-1 with conditions
M1E	Wits Readmission Committee-1 recommends to WRC-2 that renewal of registration not permitted
M2A	Renewal of registration permitted by Wits Readmission Committee-2
M2C	Renewal of registration permitted by Wits Readmission Committee-2 with conditions
M2E	Permission to renew registration refused by Wits Readmission Committee-2
MRNL	Minimum requirements not met-Student may appeal to WRC-2 (N+2)
MRNK	Exclusion waived. Student may continue subject to conditions set by the Home Faculty.
MRNM	Minimum requirements not met
MRNX	Minimum requirements not met student may not appeal
MRX	Permission to renew registration refused by Wits Readmissions Committee-2
MVP	WRC-2 refers to VPC for further consideration
MPC	Renewal of registration permitted by VPC with conditions
MPX	Permission to renew registration refused by VPC

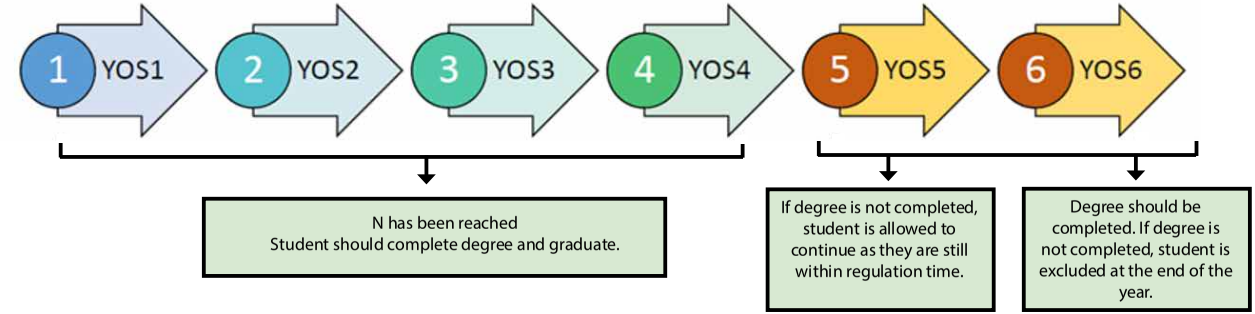
N + RULE

The Department of Higher Education stipulates that N is the minimum qualification completion time (regulation time) specified by the university for a programme. A student must complete a programme within two years of regulation time (N+2).

Example of N for a Three-Year Degree:



Example of N for a Four-Year Degree:



WRC CODE OF CONDUCT

Acknowledgement of Roles and Responsibilities

I ..... (Insert staff/student names and surname)
..... (Insert staff/student number)

Do hereby declare that I understand and acknowledge that I have a duty to the University to comply with the University's rules, regulations, policies and procedures (hereinafter the rules) More specifically:

1) That I will act in good faith and in the best interest of the University.

2) That I will act ethically at all times.

3) That there are no conflict between my private interests and that of the University.

4) That I will act with the necessary care, skill and competency that are reasonably expected from a person performing similar duties.

5) That I am bound to act ethically under all circumstances and in accordance with the Rules in so far as it relates to the protection of confidential information. I accordingly agree to keep confidential at all times the information that I maycome across in performing my duties as a member of the WRC 1 or WRC 2 meetings.

6) That I will use utmost discretion and show respect for privacy in all my interactions with both student or staff information that I may come across in performing my duties as a WRC 1 or WRC 2 member.

7) That I will abide by all the WRC rules as explained to me by the Chair of the WRC1 or WRC2 Committee and set out in the 'Procedures Relating to Renewal or Refusal of Registration of Students'.

8) That I will use utmost discretion, respect and privacy in all my dealings and interactions with both staff and students.

9) I will act ethically at all times.

This document has been explained to me by the Chair of the WRC 1/2 ..... (Insert Staff Number)

Signed at Johannesburg on this ..... day of ..... 20.....

(Signature of Chairperson) .....

(Signature of Staff/Student) .....

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

Are you Failing

to meet minimum requirements?

If you fail to meet the minimum requirements of study in **2026**, you are entitled to **appeal** (by application) to the Wits Readmissions Committee (WRC).

For information about the WRC procedures, check:

i) www.wits.ac.za/students/exams/results
ii) Faculty Offices; and
iii) The SRC Offices.

For emotional support contact CCDU on 011 717 9140

THIS IS YOUR UNIVERSITY CAREER,MAKE SURE YOUR ARE ADEQUATELY INFORMED!

Nicoleen Potgieter
University Deputy Registrar

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

1922
2022

Important Notice To Students!!

The WITS Readmissions Committee (WRC) meetings will take place in January and February 2027.

Check notice-boards at Faculty offices as well as www.wits.ac.za/students/exams/results for exact dates for submitting WRC applications.

Nicoleen Potgieter
University Deputy Registrar

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

1922 2022

Failed to Meet Minimum Requirements for Re-registration?

The minimum requirements for each year of study are specified in each Faculty's Rules and Syllabuses booklet.

Any student who fails to meet minimum requirements of study will not be permitted to renew her/his registration for the same degree, diploma, certificate, during the following academic year unless granted permission to do so by the relevant Board of Examiners or the Wits Readmissions Committee (WRC).

Failure of a student to meet minimum requirements of study will be indicated by the following result code:

- **MRNM - "minimum requirements not met; needs permission to / re-register for the same qualification".**
- **MRNL - "Minimum requirements not met - Student may appeal to WRC2 (N+2)"**

To re-register in 2027, a student has to comply with the Rules for Student Discipline.

YOU ARE RESPONSIBLE FOR ENSURING THAT YOU MEET THE ABOVE REQUIREMENTS!

Nicoleen Potgieter | University Deputy Registrar

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JOHANNESBURG

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2022

