

# 2024 REGISTRATION INFORMATION

## FACULTY OF MEDICINE AND HEALTH SCIENCES

**NB:** This information is sent to all 2023 FMHS registered students and new postgraduate students. Please ignore the notice if you will not be returning to SU in 2024 due to discontinuation of studies, interruption of studies, academic exclusion or if you have successfully completed your qualification in 2023.

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## 1. Registration on the SUNStudent system and enquiries:

Stellenbosch University are implementing a new student information system called SUNStudent which will mean that students will register on this system as of 2024. To access information and a "how to guide" on the new online registration process, please visit the University's dedicated registration website at [www.sun.ac.za/registration](http://www.sun.ac.za/registration).

For any Faculty of Medicine and Health Sciences registration-related enquiries you can contact us by email at [fmhsregistration@sun.ac.za](mailto:fmhsregistration@sun.ac.za).

### General dates – Tygerberg Campus

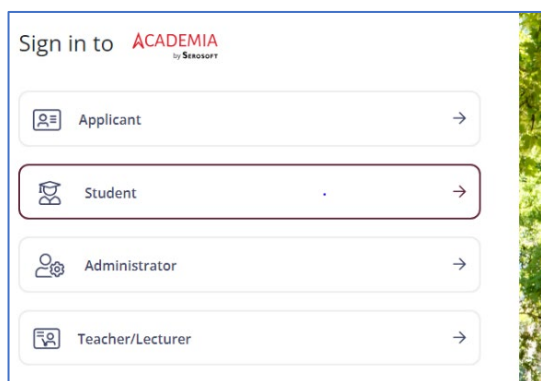
- **2 January 2024:** Start of academic year and online and on-campus registration for returning undergraduate and postgraduate students of the Faculty of Medicine and Health Sciences (FMHS)
- **2 February 2024:** On-campus registration for newcomer first- year undergraduate students of the FMHS.
- **2 February 2024:** Final day for online registration of returning undergraduate and postgraduate FMHS students (excluding new M-research and D students).
- **12 February 2024:** Start of academic year for first-year undergraduate students.
- **23 February 2024:** Final day for late registration of undergraduate and postgraduate students (excluding new M-research and D students)
- **28 March 2024:** Final day for first semester registration of new M-research and D students.

## 2. Registration for returning undergraduate students and new and returning postgraduate students based on the Tygerberg and Stellenbosch Campus

There are three (3) options available for you to officially re-register as an undergraduate or postgraduate student of the Faculty of Medicine and Health Sciences **before 23 February 2024**.

### OPTION 1: Self-registration online

Most students can register online and are encouraged to register via our online registration portal on SUNStudent.



- Self-registration can be done from any device that can utilise a "desktop view" and with access to the internet via the [SUNStudent portal](#) until 2 February 2024
- Please find the **online registration guide** [here](#) – it is important that you familiarise yourself with the online registration process before you attempt registering online.

**The following students will not have access to self-registration:**

- Students who have one or more proof of admissibility document outstanding (e.g., Matriculation exemption certificate, advice of results or post matriculation proofs of admissibility)
- Students whose readmission to the University is not in order.
- Students whose Student Fees account with the University is in arrears (debtors) (if the Student Fees account and first instalment of registration is paid in full and is captured by the Student Fees Division) and the student meets all other requirements for self-registration, they will be able to self-register. Please see the Student Fees section below.
- Postgraduate newcomers, who have been accepted by the University for postgraduate programmes and are registering for that programme for the first time in 2024.
- Students who register for special/occasional programmes or as a special/occasional student.
- Students who have a result at the end of the year other than "pass year" on the academic record.

**OPTION 2: Email registration**

Late email-registration can be done until 23 February 2024 (excluding new M-research and D students who may register until 28 March).

- Complete the registration form attached to this notice and attach that to your registration request.
- Ensure you attach proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee) in your email registration request.
- Students with outstanding 2023 fees will not be allowed to register (except for qualifying NSFAS recipients). Students must first consult with the staff in the relevant Centre for Undergraduate Bursaries and Loans (CUBL) office in this regard (contact details listed below).
- The following staff are available to assist with email registration:
  - Ms Vanessa Joseph (email: [vbj@sun.ac.za](mailto:vbj@sun.ac.za)) or Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), Centre for Student Administration, 1<sup>st</sup> Floor Clinical Building, Tygerberg Campus
  - or Ms Jabulile Zim (email: [jabuz@sun.ac.za](mailto:jabuz@sun.ac.za)) in Room 3020, 3<sup>rd</sup> Floor, Admin A Building, Stellenbosch Campus

**OPTION 3: On-Campus registration**

Late on-Campus registration can be done until 23 February 2024 (excluding new M-research and D students who may register until 28 March).

- Ensure you bring along proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee).
- Students with outstanding 2023 fees will not be allowed to register (except for qualifying NSFAS recipients)
- The following staff are available to assist with on-campus registration:
  - **Tygerberg Campus:** Ms Vanessa Joseph (email: [vbj@sun.ac.za](mailto:vbj@sun.ac.za)) or Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), Centre for Academic Administration, 1<sup>st</sup> Floor Clinical Building; or
  - **Stellenbosch Campus:** Ms Jabulile Zim (email: [jabuz@sun.ac.za](mailto:jabuz@sun.ac.za)) in Room 3020, 3<sup>rd</sup> Floor, Admin A,

### 3. Enquiries about registration for the PhD programme

The onus rests on every student, including a PhD student, to register every year. They must follow the steps outlined in section 2 above to process their registration:

- New PhD students who have been admitted to the PhD programme for the first time must contact the Tygerberg Doctoral Office (email: [tyg-phd@sun.ac.za](mailto:tyg-phd@sun.ac.za) or 021 938 9813) prior to registering.
- Returning PhD students must ensure that they are eligible to reregister for the 2024 academic year prior to attempting to reregister. Students are eligible to reregister if:
  - Their 2023 student fees and the required 2024 student fees have been paid.
  - International students: They have completed the pre-registration clearance for international students.
  - They have not exceeded the maximum time allowed in the programme.
- If the new or returning PhD student is unable to facilitate their own registration, they must provide SU with written approval by completing the required registration form to allow a third party to process the registration on their behalf.

### 4. Student Card Enquiries

All new students must obtain a student card after registration. You will need your student card for various purposes, so always carry it with you while on campus. Your card will be issued to you as part of your programme's on-campus orientation.

If you are a returning student and still possess your student card, there is no need for you to reactivate it. The card will automatically be reactivated upon your registration for the 2024 academic year and settlement of any outstanding fees from previous years.

#### **Tygerberg Campus:**

Ms Lesanne Matthee (email: [lm@sun.ac.za](mailto:lm@sun.ac.za)) and Mr Abraham Hartzenberg (email: [abrahamh@sun.ac.za](mailto:abrahamh@sun.ac.za)): Student Fees Desk, 1<sup>st</sup> floor, Clinical Building, 021 938 9208/ 9080.

### 5. Student Fees and account enquiries

All Student Fees/student account related enquiries must be directed to the Student Fees Division.

- Email: Ms Lesanne Matthee ([lm@sun.ac.za](mailto:lm@sun.ac.za)) or access information via the following websites:
- <http://www.sun.ac.za/english/Finance/students>
- <https://www.sun.ac.za/english/maties/fees/study-fees>
- <https://finaid.sun.ac.za>

As from 2024 the first compulsory instalment is payable as follows:

#### **Amount payable on 28 February:**

The amount payable by the end of February is equal to the table below and, where applicable, the compulsory first instalment of Residence Fees.

Please note the compulsory first instalments has been replaced by the following:

	<b>Undergraduate</b>	<b>Postgraduate</b>	<b>Diploma</b>
<b>First instalment on Tuition Fees</b>	20% of all Study Fees	20% of all Study Fees	20% of all Study Fees
<b>Plus: (Where applicable)</b>			
<b>First instalment on Residence Fees</b>	R16 400	R16 400	R16 400

The fees payable should be made as follows:

<b>DATE</b>	<b>% OF TOTAL FEES PAYABLE</b>	<b>% PAYABLE FOR DEBIT ORDER</b>
28 February	20	10
31 March	20	10
30 April	20	10
31 May	20	10
30 June	5	10
31 July	5	10
31 August	5	10
30 September	5	10
31 October	-	10
30 November	-	10

These amounts are not applicable to international students, with the exception of international students with valid permanent residency in South Africa and international students with refugee status - click **here** to be redirected to Stellenbosch University International's website.

All international students, including Namibians, need to pay their study fees in full by date of registration. International students, making use of University's residences have to pay at least R25 000 of the accommodation fees and at least R15 000 of the meal quota allowed for the year to be placed on the account (if placed in SU catering residence) by date of registration.

All outstanding amounts of a previous year must be settled before a student is allowed to register for the following year.

Click **here** for more information regarding fees for 2024.

**The 3-month payment arrangement for registration will no longer be applicable due to the above monthly payment plans.**

## **6. Financial assistance to students at the Tygerberg Campus:**

We are acutely aware of the financial pressures under which South African households must provide for Student Fees. We therefore continue to strive to assist financially needy students who are academically deserving, as far as possible. Please familiarise yourself with the various categories and forms of financial assistance available.

### **6.1 Undergraduate financial assistance and bursary enquiries**

- Enquiries can be referred to the Tygerberg Campus Undergraduate Bursaries and Loans Office [tygbursaries@sun.ac.za](mailto:tygbursaries@sun.ac.za) if you are an undergraduate student.
- Appointments to consult staff can be scheduled via Microsoft Teams or telephonically, the contact details of the staff are as follows:
  - Ms Rochelle Sylvester, 021 938 9129, [sylvester@sun.ac.za](mailto:sylvester@sun.ac.za)
  - Ms Noluvuyo Capsana, 021 938 9458, [ncapsana@sun.ac.za](mailto:ncapsana@sun.ac.za)
- Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.

### **6.2 NSFAS Allowances\***

\*The information below is correct at the time of publication, but may change at short notice depending on any change officially communicated by NSFAS

- The timelines and details of allowance payments for NSFAS students will be communicated as soon as information has been received from NSFAS. The Centre for Undergraduate Bursaries and Loans will send communication to all NSFAS funded students.
- For information on NSFAS from the Centre for Undergraduate Bursaries and Loans: [click here](#)

### **6.3 Allowances for bursaries of private donors & Provincial Departments for undergraduate students**

- Appointments to consult staff can be scheduled via Microsoft Teams, the contact details of the staff are as follows:
  - Ms Rochelle Sylvester, 021 938 9129, [sylvester@sun.ac.za](mailto:sylvester@sun.ac.za)
  - Ms Noluvuyo Capsana, 021 938 9458, [ncapsana@sun.ac.za](mailto:ncapsana@sun.ac.za)
- Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.
- Allowances and bursary coding can only occur when we received a promissory letter (confirmation of funding for 2024) from the sponsor.
  - Students can email their promissory letters to the above-mentioned staff members or to [tygbursaries@sun.ac.za](mailto:tygbursaries@sun.ac.za).

**NOTE:** All allowances will be processed via the Intellimali system.

### **6.4 Postgraduate financial assistance and bursary enquiries**

- For general matters and departmental bursaries, please contact Jongisizwe

- Ndlebe at [postgradfunding@sun.ac.za](mailto:postgradfunding@sun.ac.za).
- For urgent matters, please contact the Head: Postgraduate Funding Office, Mrs Rozelle Petersen [rnp@sun.ac.za](mailto:rnp@sun.ac.za).

## 7. Pre-Registration Clearance for International Students

All international students are required to provide a **certified** copy of supporting documentation for pre-registration clearance prior to registering for the academic program. You must email the **certified** documentation to [stimm@sun.ac.za](mailto:stimm@sun.ac.za) / [mdamon@sun.ac.za](mailto:mdamon@sun.ac.za) using your **SURNAME and SU STUDENT NUMBER as a reference**. (Doctoral students should copy [tyg-phd@sun.ac.za](mailto:tyg-phd@sun.ac.za) on this email.)

**The following documentation must be emailed to obtain pre-registration clearance:**

- Proof of valid passport (*certified*);
- Proof of valid study visa (*certified, if applicable*);
- Proof of South African medical cover (if applicable); and
- Proof of payment or scholarship letter.

**An email notification will be sent back to you to confirm that pre-registration has been finalized and you can then commence with the registration process.**

## 8. Requests for academic records

All requests for academic records should be sent to [records@sun.ac.za](mailto:records@sun.ac.za) OR requests can be submitted via the [My.sun](https://www.sun.ac.za/my) website.

## 9. Residence Placement Enquiries

Enquiries regarding residence placement for undergraduate students at the Tygerberg Campus may be referred to Ms Annelie Scholtz on [amscholtz@sun.ac.za](mailto:amscholtz@sun.ac.za) or 021 938 9378 or visit:

- [Tygerberg Residence Information](#)
- Private accommodation:
  - [www.digsconnect.com](http://www.digsconnect.com) / [www.thedigs.co.za](http://www.thedigs.co.za) (email: [info@thedigs.co.za](mailto:info@thedigs.co.za))

For enquiries on residence placement on the Stellenbosch Campus contact [info@sun.ac.za](mailto:info@sun.ac.za) or 021 808 9111.

## 10. Failure to reregister for the academic year

FMHS students who are set to reregister in 2024 (students who were registered in 2023 and are academically eligible to reregister) and who fail to reregister by the relevant registration date must arrange with the Faculty Administrator, Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), to register late. The following is applicable to students who do not request a late registration by 23 February 2024:

1. Their studies will be deemed as discontinued until such a time as the student applies to and is approved to reregister by the relevant programme committee of the faculty.
2. The decision to allow the student to resume their studies will be dependent on the student's motivation (with supporting evidence) to return to the programme, whether the student is academically eligible to return to the programme and whether the programme can accommodate the student at that late stage for the 2024 academic year.

## 11. Readmission appeals application process in January

Below information is relevant to students who are scheduled to do a special or supplementary assessment in January 2024.

Students who fail a module after the January special or supplementary assessment may not meet the requirements to continue with their studies at Stellenbosch University for 2024 in the following circumstances.

- Based on the modules you have failed you may not have sufficient module credits to comply with the HEMIS requirements for readmission to SU. You either failed to obtain 0.33 Hemis credits, OR you failed to obtain the required accumulated HEMIS credits over the total historical years in the programme. (See the rules for readmission in Part 1 [General] of the [University Calendar](#) under the heading "Readmission after unsuccessful studies.")

### **AND/OR**

- Based on the modules you have failed for the 2023 academic year (after the January assessments), you no longer meet the programme-specific continuation criteria, and you are therefore academically excluded (see criteria for promotion and examination/reregistration in Part 12 [Medicine and Health Sciences] of the [University Calendar](#)).

If you feel that you may be at risk of academic exclusion, please contact your programme coordinator to confirm whether you are in fact at risk of academic exclusion.

Please note that **applications for readmission for the 2024 academic** year close on **19 January 2024** for the Readmission Appeals Committee meeting on 26 January 2024. You may access the relevant readmission application resources and forms at the links below:

- [Readmission Form](#)
- [Readmission Appeals communication and application instructions](#)
- [Readmission FAQs](#)
- [External Mental Health Practitioner's Report](#)
- [Motivation for course change](#)

For further enquiries about the readmissions appeals process you are welcome to contact or schedule an on-campus, telephonic or MS Teams appointment with the Deputy Registrar (contact Wanda de Jager on e-mail: [fmhs\\_readmit@sun.ac.za](mailto:fmhs_readmit@sun.ac.za) or call: 021 938 9487 to schedule an appointment).



## 12. Requests to discontinue or interrupt studies.

### 12.1 Interruption Of Studies: Undergraduate and Postgraduate Studies

- All enquiries regarding the application process for interruption of studies for the 2024 academic year may be sent to the Faculty Administrator, Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), Centre for Academic Administration, 1<sup>st</sup> Floor Clinical Building.
- Masters and Doctoral students must apply to the relevant departmental programme committee to interrupt their studies as per "INTERRUPTION OF MASTER'S AND DOCTORAL STUDIES" > "Procedure for applications for consent to an interruption of studies", in the [SU General Calendar](#).
- Applications for interruption for honours and PG Dip students are only considered in highly exceptional cases on merit.
- For Undergraduate programmes applications should be handled according to the [Guidelines: Interruption of undergraduate studies](#).
- Students may only interrupt for a period of a full academic year. Shorter interruptions should be handled as requests for leave of absence and the student and environment must consider the impact on the student's ability to complete the programme in the required time.
- Students will not be registered for that year in which their studies are interrupted and will not have access to the student portal for the period of interruption.
- For all programmes, the closing date to submit requests for interruption for a full year is 30 April 2024.

### 12.2 Discontinuation of Studies

- Students may discontinue their studies at any point during the academic year – they do not require permission to discontinue their studies but must inform SU of their discontinuation formally and in writing and should familiarize themselves with the relevant notification dates and fee implications for discontinuation of study as outlined in the [Student Fees Calendar \(Part 3\)](#).
- All enquiries regarding the process to discontinue studies and discontinuation notifications must be sent in writing to the Faculty Administrator (Tygerberg Campus), Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), Centre for Academic Administration, 1<sup>st</sup> Floor Clinical Building.

**-END-**

