

Afrikaanse weergawe volg op Engelse weergawe

25 January 2022

Undergraduate Students in BEng Programmes
Stellenbosch University
Stellenbosch
7600

Dear student

Important rules for registration of students in BEng programmes

All of the best for you and your studies for 2022.

This letter contains important information for you if you are a non-first year student registering for a BEng programme this year, because the letter explains the Faculty's rules for registrations. We are sending this letter to all students that were registered for a BEng last year, and the letter must therefore not be considered to be an indication of whether you may/must register.

The Faculty's rules were formulated with your best interests at heart, based on our experience. The online registration system does not automatically enforce all the rules; therefore please study this letter before you register.

If you have not failed any modules and are not any modules in arrear (congratulations and keep up the good work!), you can merely e-register for the complete year of study of your BEng programme at my.sun.ac.za and the remainder of the letter does not affect you.

However, if you failed modules and/or are modules in arrear, please do the following:

- First study this whole letter.
- Download the 2022 Calendar for Engineering [HERE](#).
- Use the programme information in Section 2.11 of the Calendar (note Section 2.11.10 if you are repeating modules that have been removed from programmes), as well as the prerequisites information in Chapter 4, to develop for yourself a study plan that meets all the requirements below.
- Register for all the modules in your study plan on the e-registration system (at my.sun.ac.za).
- Finalise your registration before the first day of lectures, if at all possible, but definitely not later than the first week of the semester.

If your situation is, however, one of the following, first register for the modules that you think you should do (at least all the modules that you have to repeat) and then see (do not e-mail) a registration advisor at your home department (listed in Table 1 at the end of this letter):

- If you had to apply for readmission for this year.
- If you need advice about the modules you should register for.
- If you are going to register for 55 or fewer credits in a semester or for fewer than 115 credits for the whole year.

- If you are running the risk of not meeting the readmission thresholds (HEMIS credits), as given in section 2.6 of the 2022 Engineering Calendar.
- If a concession in just one of the rules below can allow you to complete your study programme in a shorter time.

Unless your registration was finalised by Ms Nicole Hartzenburg at Admin or one of the lecturers at your home department, your registration must comply with the following:

- You must meet the requirements regarding normal, co- and pass prerequisites.
- There must be no timetable clashes for classes, tests, assessments or examinations. The University publishes these timetables centrally and it is entirely your responsibility to make sure that there are no clashes. Please note the exceptions discussed below.
- You may register for at most 100% of the normal academic load per semester. Please note the exceptions discussed below.

For example: The total number of credits for a semester of the BEng (4yr) is typically 76 or fewer. Therefore, if you are registering for modules from the second and third year in a semester, your total combined load must be fewer than or equal to 76 credits.

- In a single semester, you may not simultaneously register for modules from more than two consecutive years of a degree programme.

For example: You may not register for a third-year module and a first-year module in the same semester, but you may register for a first-year module in the first semester and for a third-year module in the second semester, or vice versa.

- In any given semester, you may only register for modules from more than one year if you:
 - have already passed all the modules for the corresponding semester of the more junior years, or
 - if you are also registering for the modules from all the corresponding semesters of the more junior years, which you have not yet passed.

For example: You may register for a first-semester module from the third year if: (a) you have already passed all the first-semester modules of the first two years; or (b) you have passed all the first-semester modules from the first year, as well as some of the modules from the second year, and you are also registering for the remaining first-semester modules from the second year.

- Regarding repeat modules (i.e. modules that you have previously attempted, but not yet passed): you must register every consecutive year for these modules.

The following exceptions apply to the rules above:

- You may register for two modules with clashing contact sessions (lectures, tutorials or practicals) if the clashes have been resolved. A clash has been resolved when lecturers from one or both of the clashing modules have granted you written exemption from clashing sessions. Exemption from tutorial and practical periods is normally only considered if you repeat the module and performed well enough in the previous year's tutorials and practicals.

For example, if Engineering Maths 214 and Engineering Drawing 123 clash, then you may only do Engineering Maths 214 if you have obtained exemption for the clashing periods from either Engineering Drawing 123's or Engineering Maths 214's lecturer.

You may, in exceptional circumstances, register for modules with test, assessment or examination clashes, but only if it was approved by the chairperson of your programme's

home department, after consultation with the relevant lecturers. Normally this concession will result in you forfeiting one or more of your assessment opportunities. Only when two tests or two examinations are written on the same day and time is it considered to be a clash.

All exemptions and resulting arrangements must be confirmed in writing, for example on the customary form (template attached to this letter, previously known as "pink forms"). If you do not know which lecturer teaches a specific module, enquire at the reception desk of the module's home department (as given in the Calendar). It is important that you retain a copy (until the start of the next semester) of the form or e-mail in which the exemptions were granted.

Please note that no fee discounts will be considered when exemptions are granted.

Please note that it remains your responsibility to check, before finalising your registration and irrespective of whether you were assisted by a registration advisor, that you have no clashes in the class, test and examination time tables of the modules, except where granted exemption as described above.

- If you meet the requirements to register for the complete normal semester of a particular year of study, but in that semester you still have to pass one module from an earlier year, the chairperson of the programme's home department may permit you to register for the complete semester and the additional module. The following apply here:
 - You will be permitted on merit to register for the additional module and must therefore have performed satisfactorily in other respects.
 - The chairperson of the relevant department will make a decision in consultation with the Dean of the Faculty.

Also note the stipulations about "Repeating a module" in the section "Provisions Relating to Examination and Promotion" in Part 1 of the University Calendar.

Please note that your home department's chairperson has the authority to place further restrictions on your registration if he/she judges it to be necessary in your circumstances.

Finally and very importantly: if you are repeating modules, it must be your first priority to pass those modules. If you fail the same module twice, it will have serious consequences for your study programme. If you repeat a module, you must attend all lectures, tutorials and practicals and do all assignments, tests and examinations of the module unless, before your registration has been finalised, you have been granted written exemption (as described above) by a lecturer responsible for the module. It is, again, important that you retain a copy of the form or e-mail in which the exemptions were granted.

We wish you all of the best for your studies this year.

Regards



Prof Celeste Viljoen
Vice-dean: Teaching and Quality Assurance

25 Januarie 2022

Voorgraadse Studente in BIng Programme
Universiteit Stellenbosch
Stellenbosch
7600

Beste student

Belangrike reëls vir registrasie van studente in BIng-programme

Alles van die beste vir jou en jou studies vir 2022.

Hierdie brief bevat belangrike inligting indien jy vanjaar 'n nie-eerstejaar student is wat vir 'n BIng-program registreer, want die brief verduidelik die Fakulteit se reëls oor registrasies. Ons stuur hierdie brief aan alle studente wat verlede jaar vir 'n BIng geregistreer was, en dus moet die brief nie as aanduiding beskou word dat jy mag/moet registreer nie.

Die Fakulteit se reëls is geformuleer in die beste belang van jou as student, op grond van ons ervaring. Die e-registrasiesetel dwing nie al die reëls af nie. Bestudeer dus die brief asseblief voordat jy registreer.

Indien jy geen modules gesak het of agterstallig is nie (veels geluk en doen so voort!), kan jy bloot vir die volle studiejaar van jou BIng program e-registreer by my.sun.ac.za en die res van hierdie brief raak jou nie.

Indien jy egter modules gesak het en/of modules agterstallig is, doen asseblief die volgende:

- Bestudeer eers hierdie hele brief.
- Laai die 2022 Jaarboek vir Ingenieurswese [HIER](#) af.
- Gebruik die programinligting in Afdeling 2.11 in die Jaarboek (let op Afdeling 2.11.10 indien jy modules herhaal wat uit programme verwyder is), asook die voorvereistes-inligting in Hoofstuk 4, om vir jou 'n studieplan uit te werk wat aan al die vereistes hieronder voldoen.
- Registreer vir al die modules in jou studieplan op die e-registrasiesetel (by my.sun.ac.za).
- Finaliseer jou registrasie voor die eerste dag van voorlesings, indien enigsins moontlik, maar beslis nie later nie as die eerste week van die semester.

Indien jou situasie egter een van die volgende is, registreer eers vir die modules wat jy dink jy moet neem (ten minste al die modules wat jy moet herhaal) en gaan sien (moenie e-pos nie) daarna 'n registrasie-adviseur in jou tuisdepartement (gelys in Tabel 1 aan die einde van hierdie brief):

- Indien jy moes aansoek doen vir hertoelating vir vanjaar of in vorige jare.
- Indien jy advies nodig het oor watter modules om voor te registreer.
- Indien jy vir 55 of minder krediete in 'n semester registreer of vir minder as 115 krediete vir die hele jaar.
- Indien jy gevaar loop om nie die hertoelatingsperke (HEMIS krediete), soos uiteengesit in afdeling 2.6 van die 2022 Ingenieurswese Jaarboek, te bevredig nie.
- Indien 'n toegewing op slegs een van onderstaande reëls kan meebring dat jy jou studieprogram vroeër kan voltooi.

Tensy jou registrasie deur me Nicole Hartzenburg by Admin of een van die dosente by jou tuisdepartement gefinaliseer is, moet jou registrasie aan die volgende vereistes voldoen:

- *Jy moet die gewone, newe- en slaagvoorvereistes nakom.*
- *Daar mag geen klas-, toets-, assesserings- of eksamenroosterbotsings wees nie. Die Universiteit publiseer hierdie roosters sentraal en dit berus geheel en al by jou om seker te maak dat daar geen botsings is nie. Let op die uitsonderings wat hieronder bespreek word.*
- *Jy mag vir hoogstens 100% van 'n normale akademiese belading per semester registreer. Let op die uitsonderings wat hieronder bespreek word.*

Byvoorbeeld: Die totale aantal krediete vir 'n semester van die BIng (4jr) is tipies 76 of minder. As jy dus in 'n semester modules uit die tweede en die derde jaar volg, moet die totale gekombineerde kredietlading kleiner as of gelyk aan 76 wees.

- *Jy mag nie in een semester gelyktydig vir modules registreer wat uit meer as twee agtereenvolgende jaargange van 'n graadprogram kom nie.*

Byvoorbeeld: Jy mag nie vir 'n derdejaarmodule en 'n eerstejaarmodule in dieselfde semester registreer nie, maar jy mag vir 'n eerstejaarmodule in die eerste semester registreer en vir 'n derdejaarmodule in die tweede semester, of andersom.

- *In enige gegewe semester mag jy slegs vir modules uit meer as een jaargang van die betrokke program registreer indien jy:*

- *al die modules vir die ooreenstemmende semester van die meer junior jaargange reeds geslaag het; of*
- *terselfdertyd ook registreer vir al die modules van die ooreenstemmende semesters van die meer junior jaargange, wat jy nog nie geslaag het nie.*

Byvoorbeeld: Jy mag 'n eerstesemestermodule van die derde jaargang volg indien: (a) jy reeds al die eerstesemestermodules van die eerste twee jaargange geslaag het; of (b) reeds al die eerstesemestermodules van die eerste jaar geslaag het, asook sommige van die tweede jaargang, en ook vir die eerstesemestermodules uit die tweede jaar, wat jy nog nie geslaag het nie, registreer.

- *Wat sleep-modules betref (d.w.s. modules wat jy in die verlede probeer het, maar nog nie geslaag het nie): jy moet elke opgeenvolgende jaar vir daardie modules registreer.*

Die volgende uitsonderings geld op die reëls hierbo:

- *Jy mag vir modules registreer waar daar kontaksessiebotsings is (lesings, tutoriale of praktika), mits die botsings uitgeklaar is. 'n Botsing is uitgeklaar indien dosente van een of albei modules jou skriftelik van botsende sessies vrygestel het. Vrystelling van tutoriaal- en praktika-periodes sal normaalweg slegs oorweeg word indien jy die module herhaal en bevredigend presteer het in die vorige jaar se tutoriale en praktika.*

Byvoorbeeld, indien Ingenieurswiskunde 214 met Ingenieurstekeninge 123 bots, dan mag jy slegs vir Ingenieurswiskunde 214 registreer indien jy vrystellings van óf Ingenieurstekeninge 123 óf Ingenieurswiskunde 214 se dosent gekry het vir die periodes wat bots.

Jy mag, in uitsonderlike omstandighede, vir modules registreer wat toets-, assesserings- of eksamenbotsings het, maar slegs indien dit deur die voorsitter van jou program se tuisdepartement goedgekeur is, na oorleg met die betrokke dosente. Normaalweg sal hierdie toegewing meebring dat jy jou reg op een of meer assesseringsgeleentheid verbeur. Slegs wanneer twee toetse of twee eksamens op dieselfde dag en tyd geskryf word, word dit as 'n botsing beskou

Alle vrystellings en gepaargaande reëlings moet skriftelik bevestig word, byvoorbeeld op die gebruikelike vorm (templaet by hierdie brief aangeheg; voorheen bekend as "pienkvorms") of in 'n e-pos van die dosent. Indien jy nie weet watter dosent 'n spesifieke module gaan aanbied nie, doen navraag by die module se tuisdepartement (soos aangedui

in die Jaarboek) se ontvangs. Dit is belangrik dat jy 'n afskrif hou (tot die begin van die volgende semester) van die vorm of e-pos waarin die vrystelling verleen is.

Let asseblief daarop dat geen afslag op fooie oorweeg sal word indien vrystellings verleen word nie.

Let asseblief daarop dat dit jou verantwoordelikheid bly om, voor die finalisering van jou registrasie en ongeag of 'n registrasie-adviseur jou bygestaan het, te bevestig dat jy geen botsings in die klas, toets- en eksamenroosters van die betrokke modules het nie, behalwe waar jy vrystelling gekry het soos hierbo beskryf.

- Indien jy aan die vereistes voldoen om vir die volle normale semester van 'n graadprogram te registreer, maar in daardie semester nog een module uit 'n vorige jaargang moet slaag, kan die voorsitter van die program se tuisdepartement jou toelaat om vir die volle semester en die addisionele module te registreer. Die volgende geld hier:
 - Jy sal op meriete toegelaat word om vir die addisionele module te registreer en moes dus andersins bevredigend presteer het.
 - Die voorsitter van die betrokke departement neem die besluit in oorleg met die Dekaan van die Fakulteit.

Let ook op die bepalings ten opsigte van "Herhaling van 'n module" in die afdeling "Eksamen en Promosiebepalings" in Deel 1 van die Universiteitsjaarboek.

Let asseblief ook daarop dat jou tuisdepartement se voorsitter die gesag het om verdere beperkings op jou registrasie te plaas indien hy/sy oordeel dat dit in jou omstandighede nodig is.

Laastens en baie belangrik: dit moet jou eerste prioriteit wees om modules wat jy herhaal, te slaag. Indien jy dieselfde module twee keer sak, sal dit ernstige gevolge vir jou studieprogram inhou. Jy moet al die lesings, praktika en tutoriale bywoon, asook alle werkstukke, toetse en eksamens doen van modules wat jy herhaal, tensy jy, voor finalisering van jou registrasie, skriftelik vrystelling verleen is (soos hierbo beskryf) deur 'n dosent wat vir die module verantwoordelik is. Dit is weereens belangrik dat jy 'n afskrif van die vorm of e-pos hou waarin die vrystelling verleen is.

Sterkte vir jou studies vanjaar.

Groete



Prof Celeste Viljoen

Visedekaan: Onderrig en Gehalteversekering

Table 1: BEng registration advisors / Tabel 1: BIng registrasie-adviseurs

Programme Program	Staff member Personeellid
Chemical eng. <i>Chemiese ing.</i>	Details should be given to Ms Samantha Abrahams C101, sstarling@sun.ac.za / 021 808 4423 who will forward it to the appropriate registration advisor for processing. <i>Besonderhede moet vir Me Samantha Abrahams gegee word (C101, sstarling@sun.ac.za / 021 808 4423) wat dit na die relevante registrasie-adviseur sal stuur vir verwerking.</i>
Civil eng. <i>Siviele ing.</i>	Appointments should be made with: / <i>Afsprake word gemaak by:</i> <i>Ms Alet de Waal-Louw (civil@sun.ac.za; 012-808 4440)</i> <i>Or use this Consultations link to book an appointment. / Of gebruik hierdie Konsultasie skakel om 'n afspraak te maak.</i>
Electrical & Electronic eng. <i>Elektriese & Elektroniese ing.</i>	Appointments should be made with: / <i>Afsprake word gemaak by:</i> <i>Me Diana Kruger (dkruger@sun.ac.za, 021-808-4936)</i>
Industrial eng. <i>Bedryfsing.</i>	Visit this SUNLearn page for complete information on how to access assistance with various queries. Contact Ms Amelia Henning (ah2@sun.ac.za / 021 808 9532) in case of additional queries. <i>Besoek hierdie SUNLearn blad vir volledige inligting oor hoe om toegang tot hulp te kry met verskeie navrae.</i> <i>Kontak Me Amelia Henning (ah2@sun.ac.za / 021 808 9532), in die geval van addisionele navrae.</i>
Mechanical eng. and Mechatronic eng. <i>Meganiese ing. en Megatroniese ing.</i>	Appointments should be made with Ms Chantel Maclons (M5012), chantelp@sun.ac.za / 021 808 4958) <i>Afsprake moet gemaak word by Me Chantel Maclons (M5012), chantelp@sun.ac.za / 021 808 4958</i> Students that have/had HEMIS problems / <i>Studente wat HEMIS probleme het/gehad het:</i> Prof Jaap Hoffmann (M4009) Otherwise according to student's surname / <i>Andersins volgens student se van:</i> A-E: Dr Mike Owen mikeowen@sun.ac.za / M4011 (M&M building) F-L: Dr Martin Venter mpventer@sun.ac.za / M6036 (M&M building) M-R: Dr Karel Kruger kkruger@sun.ac.za / M4030 (M&M building) S-Z: Mrs Liora Ginsberg ginsberg@sun.ac.za / M4031 (M&M building) Use Joubert Street entrance, opposite Traffic Department or via Chalkboard to get to the Mechanical and Mechatronic Eng Building.

Engineering Faculty, Stellenbosch University
Exemption from Lecture, Tutorial and/or Practicum Periods

PLEASE NOTE: Exemption from lectures, tutorials and practicals will normally not be awarded in modules being registered for the first time, nor where a final mark of less than 30 was achieved at the student's previous attempt.

Module where exemption is requested:

Year:

Periods for which exemption/partial exemption are requested:

	Day of the week	Period	Clashing module(s)
1			
2			
3			
4			
5			
6			

Previous final mark:..... Achieved in year:

Student's name:

Student number: Date:

Signature of student:.....

(To be completed by the lecturer responsible for the module being repeated)

The exemptions set out above are awarded/not awarded (delete part not applicable).

Remarks/conditions:

.....
.....
.....
.....
.....
.....

Signature of lecturer: Date:

Student's time table, showing all modules he/she intends registering for.

Student's name: Student no:.....

Student's programme:

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
A f t e r n o o n					

Fakulteit Ingenieurswese, Universiteit Stellenbosch
Vrystelling van Lesing, Tutoriaal en/of Praktikum Perodes

LET WEL: Vrystelling van voorlesings/prakties sal normaalweg nie verleen word in modules waarvoor 'n student vir die eerste keer registreer of waar sy/haar se vorige poging 'n prestasiepunt van minder as 30 behaal het nie.

Module waarvoor vrystelling versoek word:

Jaar:

Perodes waarvoor vrystelling/gedeeltelike vrystelling versoek word:

	Dag van die week	Periode	Botsende Module(s)
1			
2			
3			
4			
5			
6			

Vorige prestasiepunt: Behaal in:

Student se naam:

Studentenommer: Datum:

Handtekening van student:

(Moet deur die dosent wat vir die betrokke module verantwoordelik is, voltooi word)

Die vrystelling hierbo uiteengesit word verleen/word nie verleen nie (skrap ontoepaslike deel).

Opmerkings/voorwaardes:

.....
.....
.....
.....
.....
.....
.....

Handtekening van dosent: Datum:

Student se rooster wat al die modules toon wat hy/sy beplan om voor te registreer.

Student se naam: Studentenr:

Student se program:

	Maandag	Dinsdag	Woensdag	Donderdag	Vrydag
1					
2					
3					
4					
5					
6					
M i d d a g					