

APPLICATION FOR APPEAL TO THE READMISSION APPEALS COMMITTEE

General Instructions:

- 1) Students who are academically excluded based on non-compliance with Faculty Rules and General Rules of the UFS dealing with progression and other relevant provisions, can appeal to the Readmission Appeal Committee of their Faculty.
- 2) The onus shall be on the student to determine whether they fulfil the requirements for readmission, and to do so before the final date for appeal by consulting their study records and the readmission rules.
- 3) The Readmission Appeals Committee of the Faculty deals with the following appeals:
 - a. The student did not meet the progression requirements as set out in the General Rules of the UFS and/or Faculty Rules, but there were reasons affecting the student's academic performance,
 - b. The student needs to repeat a module, but permission cannot be granted in terms of General Rule,
 - c. The student exceeded his/her residential period.
- 4) Please ensure that you include all the required information in this form and that you disclose all relevant information here as you have only one chance to appeal.
- 5) Kindly provide documentary proof of the statements contained in your appeal and attach such to this form. It is acknowledged that such information may be of a personal and very sensitive nature. It is nevertheless required that you fully take the Faculty Readmission Appeals Committee into your confidence. Any information of a sensitive nature will be treated in the strictest confidence by the Faculty Readmission Appeals Committee. During this process, the UFS will comply with the terms of the POPI Act (Protection of Personal Information Act 4 of 2013).
- 6) Kindly ensure that all the documents referred to or required are clearly marked and attached to this form. Incomplete appeal forms or appeal forms without substantiating documentation will not be considered.
- 7) Please note that no additional supporting documents will be accepted after submission of this appeal form.
- 8) When completing this form please type your answers.
- 9) You must submit the completed form and all supporting documents to the applicable e-mail address below at least **five (5) days** from the receipt of the Academic Exclusion Letter.
 - § **Economic and Management Sciences:** email to MlotyaS@ufs.ac.za (Bloemfontein Campus) or ZimJN@ufs.ac.za for (Qwaqwa Campus)
 - § **Education:** email to educationappeals@ufs.ac.za
 - § **Health Sciences:** email to StudentAdminFHS@ufs.ac.za
 - § **The Humanities:** email to Humanities@ufs.ac.za
 - § **Law:** email to lawappeals@ufs.ac.za
 - § **Natural and Agricultural Sciences:** email to NASAppeals@ufs.ac.za
 - § **Theology and Religion:** theologyappeals@ufs.ac.za
- 10) No late appeals will be accepted. However, if circumstances beyond the control of the student resulted in the late submission of an appeal it will stand over to the next meeting of the Faculty Readmission Appeals Committee.

1. STUDENT INFORMATION

Date of appeal: _____

Name of student: _____

Surname of student: _____

Student number: _____

ID/Passport number: _____

Address of student: _____

Contact number: _____

2. ACADEMIC ADVICE

Please indicate which UFS channels were exhausted during your studies and prior academic exclusion (please ensure that you tick the relevant boxes):

Date of consultation:

Lecturer	<input type="checkbox"/>	_____
Head of Department	<input type="checkbox"/>	_____
Programme Director	<input type="checkbox"/>	_____
Teaching and Learning Manager	<input type="checkbox"/>	_____
Faculty Manager	<input type="checkbox"/>	_____
Vice-Dean/Dean	<input type="checkbox"/>	_____
Student Counselling and Development	<input type="checkbox"/>	_____

3. REASONS FOR APPEAL

Please indicate the grounds for appealing to the Readmission Appeals Committee (please ensure that you tick each of the boxes):

Medical reasons: This includes an illness as diagnosed by a registered medical practitioner, registered psychologist, homeopath, or nurse in private practice as stipulated in Section 38A of the Nursing Act of 1978, which has contributed to the student's academic exclusion.

☐

Compassionate reasons: This includes, for example, the death of an immediate family member, which has contributed to the student's academic exclusion.

☐

Compelling reasons: This includes any convincing, credible, and/or conclusive circumstances beyond the control of the student, which have contributed to the student's academic exclusion.

☐

4. EVIDENCE

Please attach the following supporting documentation, not older than 6 months, if your application is based on medical reasons (please ensure that you tick each of the boxes):

☐

Medical report

☐

Other documents that support the medical report (e.g. hospital admission letter) and that provide reasons for the medical and/or psychological condition of the student.

Please attach the following supporting documentation if your application is based on compassionate reasons (in the case of death, you must tick all boxes and in the case of other compassionate grounds, you must tick the first and third boxes):

☐

An affidavit made in the presence of the South African Police Service (SAPS) or Commissioner of Oath. This affidavit should describe the compassionate reasons and circumstances which warrant consideration of the application, as well as the applicant's relationship to the third party.

☐

A certified copy of the death certificate (certified by the SAPS or a Commissioner of Oath) must be attached to the application form (if applicable).

☐

Any other applicable documentation lending additional support to the application must also be attached to the application form.

Please attach the following supporting documentation if your application is based on compelling reasons (please ensure that you tick each of the boxes):

☐

An affidavit made in the presence of the SAPS or Commissioner of Oath in which the compelling circumstances are described.

☐

Any other applicable document in support of the compelling reasons and circumstances related to the appeal. For example, if the reason is work-related, a letter from the applicant's employer explaining the situation must be included (with contact details). If the reason is a financial nature, the details of the financial situation, including the reasons why financial factors have had an impact on the applicant's academic performance must be provided.

5. MOTIVATION FOR APPEAL

Please describe in detail the motivation of your appeal: (Should the space provided below and on the next page be insufficient, kindly attach the typed motivation as an additional page to this form. Please note no handwritten motivations will be accepted.)

[illegible]

6. DECLARATION

I the undersigned,

- 1) hereby declare that all the information that I have provided in this document is true and correct.
- 2) I understand that information of a sensitive nature will be treated in the strictest confidence by the Faculty Readmissions Appeals Committee. During this process, the UFS will comply with the terms of the POPI Act (Protection of Personal Information Act 4 of 2013).
- 3) I have disclosed all the required information in this application.
- 4) I accept and agree that this will be my only and final opportunity to submit an appeal to the Faculty Readmissions Committee.
- 5) I accept and agree that the decision of the Faculty Readmission Appeals Committee is final, except in the case of procedural grounds, in which case I may make an application for review to the University Readmission Review Tribunal.

SIGNATURE OF STUDENT:

DATE: