

Office use only

Date: _____

Time: _____

Faculty of Law

Student appeal form

The Readmission and Appeals Committee of the Faculty of Law will only consider appeals from the following students:

- (a) Students who exceeded their residential periods in terms of the Faculty Rules and/or General Rules for Undergraduate Qualifications, Postgraduate Diplomas, Bachelor Honours Degrees, Master's Degrees, Doctoral Degrees, Higher Doctorates, Honorary Degrees and the Convocation (hereafter referred to as the General Rules);
- (b) Students who are academically excluded on the basis of non-compliance with Faculty Rules and/or General Rules dealing with progression provisions.
- (c) Students who need to repeat a module but permission cannot be granted in terms of General Rule A3.11 (Readmission on the basis of academic progress, subsequent to complying with paragraph A3.10).

Please refer to rule E9 of the Faculty of Law Undergraduate Rules that deals specifically with the Faculty's Readmission and Appeals Committee.

General instructions:

- 1 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**.
- 2 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).
- 3 Kindly **ensure that all the documents referred to or required are attached to this form**. Incomplete appeal forms or appeal forms without substantiating documentation will not be considered.
- 4 Please note that **no additional supporting documents** will be accepted **after submission** of this appeal form.
- 5 When completing this form, kindly use a pen and ensure that your handwriting is clear and legible.
- 6 Kindly take note that your appeal will only be dealt with **if you have exhausted all internal processes available to you**.
- 7 You must submit all documents for discussion to the secretary of the Faculty Readmission Appeals Committee **at least 7 working days before the scheduled meeting**.
- 8 **No late appeals will be accepted**, and will stand over to the next meeting of the Faculty Readmission Appeals Committee.

Date of appeal	
Name and surname of student	
Student number	
Identity number of student	
Address of student	
Contact number	

E-mail address (preferably two addresses)	

Please indicate which method should be used when contacting you:

- * Mail
- * Email
- * SMS

Please indicate which UFS channels were exhausted before lodging this appeal:

- * Name of lecturer and date: _____
- * Head of Department and date: _____
- * Programme Director and date: _____
- * Vice-Dean/Dean and date: _____

Please indicate the ground for appealing to the Faculty Readmission Appeals Committee (Only the following circumstances constitute acceptable grounds for appealing to the Committee):

- * Medical Grounds: 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 grounds: This includes, for example, the death of an immediate family member, which has contributed to the student's academic exclusion.
- * Compelling grounds: This includes any convincing, credible, and/or conclusive circumstances beyond the control of the student, which have contributed to the student's academic exclusion.

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

- * Medical report
- * Other documents that support 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 grounds (in the case of death, you must click all boxes and in the case of other compassionate grounds, you must click the first and third boxes):

- * A sworn affidavit made in the presence of the South African Police Service. This affidavit should describe the compassionate grounds-related circumstances which warrant consideration of the application, as well as the applicant's relationship to the third party.
- * An SAPS-certified copy of the death certificate 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 grounds (please ensure that you tick each of the boxes):

* A sworn affidavit made in the presence of the South African Police Service in which the compelling circumstances are described.

* Any other applicable document in support of the compelling grounds-related 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 of 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.

Please describe in detail the motivation of your appeal: (Should the space provided below be insufficient, kindly attach a page to this form).

I hereby declare that all the information that I have provided in this document is true and correct.

I understand that 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). I have therefore provided all the required information in this form and I have disclosed all relevant information here as my only chance to appeal.

I accept and agree that this will be my only and final opportunity to submit an appeal and that the decision by the Readmission Appeals Committee of the Faculty of Law is final, except in the case of procedural grounds, in which case I may make an application for review to the University Appeals Review Committee.

This appeal form with attached documentation should be submitted via email at

lawappeals@ufs.ac.za

Signature of student: _____

Date: _____