



**FACULTY OF EDUCATION  
STUDENT APPEAL FORM**

Name and surname of student	
Student number	
Phase (e.g., Foundation) – Undergraduate Students only	
Contact number	
Prefix (Mr. / Ms.)	
Email address	
<b>The outcome of your appeal will be sent to this email address. Make sure is the correct one</b>	

**The Readmission Admission Appeals Committee of the Faculty of Education will only consider appeals from the following students:**

- a. Students who exceeded their residential period 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 based on non-compliance with Faculty Rules and/or General Rules dealing with progression provisions.
- c. Any other student requests/appeals related to programmes of study/ curriculum should be referred to the Faculty Examination Board (through your academic advisor) for consideration.

**GENERAL INSTRUCTIONS**

1. This form must be completed electronically. Alternatively, you can type your motivation and attach it to this form. No handwritten forms or motivations will be accepted.
2. 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.
3. 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





4. 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.
5. 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.
6. Late appeals will not be accepted and will stand over to the next meeting of the Faculty Readmission Appeals Committee (RAC).

**PLEASE ENSURE THAT THE FOLLOWING INFORMATION ACCOMPANIES YOUR APPLICATION**

1. Your latest Academic Data Summary (ADS) or Full Academic Record
2. Indicate the phase you are in (Foundation/Intermediate and Senior and Further Education and Training), if undergraduate.
3. All supporting documents for your appeal

**PLEASE INDICATE WITH AND (X)THE NATURE OF YOUR APPEAL**

- |  |  |
|--|--|
| 1. Readmission due to academic exclusion based on non-compliance with the progression rule |  |
| 2. Readmission due to exceeding the maximum residential period                             |  |

**Describe below, the basis of your appeal. If the space provided is insufficient, kindly attach a separate typed motivation to this form**





**FOR MASTERS AND PHD'S ONLY: PROMOTER/ SUPERVISOR MOTIVATION (the supervisor should attach an approved timeline for completion of studies together with details of what has been completed to date e.g. approved ethics application).**

**DECLARATION BY THE STUDENT**

1. All the information that I have provided in this document is true and correct.
2. I have fully disclosed all the relevant information and documentation regarding my appeal and understand that these documents are final.
3. I agree and accept that the decision of the Faculty Readmission Appeals Committee is final.



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UNIVERSITEIT VAN DIE  
VRYSTAAT  
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FREISTATA



UFS  
EDUCATION

.....  
**Student's signature**

.....  
**Date**

**This appeal form with attached documentation should be submitted via email at [educationappeals@ufs.ac.za](mailto:educationappeals@ufs.ac.za)**

