

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS
EDUCATION

STUDENT APPEAL FORM

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	
3. Students who have failed a module(s) more than twice	

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

<p>The Readmission Admission Appeals Committee of the faculty of Education will only consider appeals from the following students:</p> <p>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).</p> <p>b. Students who are academically excluded based on non-compliance with Faculty Rules and/or General Rules dealing with progression provisions.</p> <p>c. Any other student appeals related to programmes of study/ curriculum should be referred to the Faculty Examination Board for consideration.</p>



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)
7. This form must be submitted to educationappeals@ufs.ac.za for final RAC processing. Please contact Mrs J Teise (teisej@ufs.ac.za) or Ms. A Lötter (lottera@ufs.ac.za) for further inquiries or to follow up regarding your appeal.
8. Academic advice, prior to appeal, must be obtained from the following Programme Directors/Academic Advisors:

- | | |
|-------------------------|--|
| 8.1 Dr M Rabaza | (SP and FET-Mathematics and Science) at Pdirector@ufs.ac.za |
| 8.2 Dr S Ntsala | (SP and FET-Languages) at BEdsenLang@ufs.ac.za |
| 8.3 Dr Z Nhase | (Foundation Phase-BFN) at bedfp@ufs.ac.za |
| 8.4 Mr T Motsoeneng | (Intermediate Phase-Life Skills and Social Sciences) at IPLSSS@ufs.ac.za |
| 8.5 Mrs Z Mobarra-Links | (Intermediate Phase-MNSTE) at IPMNSTEQuries@ufs.ac.za |
| 8.6 Dr M Letloenyane | (PGCE-Bloemfontein) at BloemfonteinPGCE@ufs.ac.za |
| 8.7 Ms C Swart | (PGDip and Honours) at SwartGC@ufs.ac.za |
| 8.8 Mrs C Duvenhage | (Masters and PhD-BFN) at DuvenhageCS@ufs.ac.za |
| 8.9 Dr H Nichols | (PGCE-QwaQwa) at QwaQwaPGCE@ufs.ac.za |
| 8.10 Dr N Mpalami | (Honours, Masters and PhD-QQ) at MpalamiN@ufs.ac.za |
| 8.11 Dr B Nhlumayo | (SP and FET-QQ) at EduQQFET@ufs.ac.za |
| 8.12 Mrs H Motaung | (Foundation Phase-QQ) at EduQQFP@ufs.ac.za |
| 8.13 Dr T Mafugu | (Intermediate Phase-QQ) at EduQQ@ufs.ac.za |

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)
3. All supporting documents for your appeal must be attached



Briefly describe below, in one paragraph, the basis of your appeal.

FOR MASTERS AND PHD'S ONLY: PROMOTER/ SUPERVISOR MOTIVATION

REQUEST FOR LEAVE OF ABSENCE-MASTERS AND PHD'S ONLY



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 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, and may only be changed by URRT.

.....
Student's signature

.....
Date

FOR OFFICE USE

.....
Signature of Programme Director/Coordinator

.....
Date

This appeal form with attached documentation should be submitted via email at educationappeals@ufs.ac.za

