

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 / Programme (eg. Foundation)			
Majors (Undergraduate only)			
Programme Director / Coordinator			
BLOEMFONTEIN	QWAQWA	SOUTH CAMPUS	
Contact number			
Prefix (Mr. / Ms.)			
Email address			
The outcome of your appeal will be sent to this email address. Make sure it is the correct one			

The Readmission Admission Appeals Committee of the faculty of Education will ONLY consider appeals from the following students:

- 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).
- Students who are academically excluded based on non-compliance with Faculty Rules and/or General Rules dealing with progression provisions.
- Any other student appeals (other than 1,2,3 mentioned above) related to programmes of study/ curriculum should be referred to the Faculty Examination Board 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. It is the student's responsibility to acquaint themselves with the submission dates and times and to submit on time.
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 (teisejl@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 Z Nhase | (Foundation Phase - BFN) at bedfp@ufs.ac.za |
| 8.2 Mrs. Z Mobara-Links | (Intermediate Phase - MNSTE - BFN) at IPMNSTEQueries@ufs.ac.za
(Intermediate Phase - LSSS - BFN) at IPLSSS@ufs.ac.za |
| 8.3 Dr M Rabaza | (SP and FET - Mathematics and Science - BFN) at Pdirector@ufs.ac.za |
| 8.4 Dr T Motsoeneng | (SP and FET - Languages - BFN) at IPLSSS@ufs.ac.za |
| 8.5 Dr M Letloenyane | (SP and FET - Commerce - BFN) at spfetcom@ufs.ac.za |
| 8.6 Dr M Letloenyane | (PGCE - BFN & QQ) at BloemfonteinPGCE@ufs.ac.za |
| 8.7 Ms C Swart | (PGDip and Honours - BFN) at SwartGC@ufs.ac.za |
| 8.8 Mrs. C Duvenhage | (Master's and PhD - BFN) at DuvenhageCS@ufs.ac.za |
| 8.9 Mrs. H Motaung | (Foundation Phase - QQ) at EduQQFP@ufs.ac.za |
| 8.10 Dr ME Dlamini | (Intermediate Phase - QQ) at DlaminiME@ufs.ac.za |
| 8.11 Dr K Mukuna | (SP and FET - QQ) at MukunaKR@ufs.ac.za |
| 8.12 Dr N Mpalami | (Honours, Master's and PhD - QQ) at MpalamiN@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 the basis of your appeal. Clearly indicate the modules (if any) you want to repeat.

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

.....
Supervisor Signature

.....
Date

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

.....
Supervisor Signature

.....
Date



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

