

UNIVERSITY READMISSIONS REVIEW TRIBUNAL

Student Appeal Form

The University Readmissions Review Tribunal (URRT) will only consider applications from the following students:

- (a) Students who have been academically excluded based on non-compliance with Faculty Rules and/or General Rules containing progression provisions.
- (b) Students who have appealed the exclusion with the RAC, but whose academic exclusion was upheld, and who believes that:
- **The RAC did not have or failed to consider evidence material to your application for readmission*** (**Your own allegations regarding extenuating circumstances are not evidence. Evidence is something that corroborates your allegations, such as an affidavit by someone else or a medical certificate. Evidence is material if the RAC could have come to a different decision than it did, had it considered that evidence*);
or
 - **There was a material procedural irregularity** in the RAC arriving at its decision to reject your appeal** (***A procedural irregularity is material only if the RAC could have come to a different decision than it did, had it not committed that irregularity*).

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 review an appeal outcome**.
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 University Readmissions Review Tribunal (URRT) into your confidence. **Any information of a sensitive nature will be treated in the strictest confidence** by the URRT. 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 application forms without substantiating documentation will not be considered.
4. **Please note that no additional supporting documents will be accepted after 4 (four) days of receiving your RAC outcome letter.**
5. This form must be completed electronically. Alternatively, you can type your motivation and attach it to this form.
6. Kindly note that your application for a review will only be considered **if you have been through the Faculty Readmissions Appeal Committee (FRAC)**.
7. An application for such review must be submitted by email to the Administrative Officer: Appeals at academicappeal@ufs.ac.za, **within 4 (four) days after you received the RAC outcome letter**. You must submit all documents for discussion.
8. **No late appeals will be accepted;** they will be postponed to the next meeting of the URRT.

Name and surname	
Student number	
Contact number	
Email address (UFS student email address)	
Faculty	
Total credits passed	
Total credits left to obtain qualification	



Have you previously been academically excluded?	YES	NO
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(NOTE: YOU WILL RECEIVE FEEDBACK ON THE OUTCOME OF YOUR APPEAL VIA EMAIL)

Please indicate the grounds for reviewing the RAC outcome (only the following circumstances constitute acceptable grounds for the URRT to review the RAC outcome):

* **The RAC did not have or failed to consider evidence material to your application for readmission.*** (**Your own allegations regarding extenuating circumstances are not evidence. Evidence is something that corroborates your allegations, such as an affidavit by someone else or a medical certificate. Evidence is material if the RAC could have come to a different decision than it did, had it considered that evidence.*)

* **There was a material procedural irregularity** in arriving at its decision to reject your appeal.** (***A procedural irregularity is material only if the RAC could have come to different decision than it did, had it not committed that irregularity.*)

Please attach the following supporting documentation, if your application is based on medical grounds (please ensure that you check both boxes):

* Medical report

* Other documents that support the medical report (e.g. hospital admission letter) and 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, please check all the boxes; in the case of other compassionate grounds, please check the first and third box):

* A sworn affidavit made in the presence of the South African Police Service (SAPS). This affidavit should describe the circumstances related to the compassionate grounds that 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 check both 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. 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 financial in nature, the details of the financial situation, including the reasons why financial factors have influenced the applicant's academic performance, must be provided.

Please attach the following documents (please check each box):

- * A letter motivating the application, in which you indicate on which grounds you request the URRT to review the decision (evidence not considered, or procedural irregularity, or both), and explaining those grounds (indicate which evidence was not considered by the RAC and why, and/or explain what the alleged procedural irregularity is).
- * If you allege that relevant evidence was not considered by the RAC, copies of such evidence.
- * A copy of the RAC outcome letter
- * A copy of your Registration Document (Academic Data Summary)
- * The supervisor's progress report on the study and the estimated time of completion **(FOR MASTER'S AND DOCTORAL STUDENTS)**

Please describe in detail the motivation for your appeal (should the space provided below be insufficient, kindly attach an additional page to this form):



I hereby declare that all the information 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 University Readmissions Review Tribunal. 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 have my RAC outcome reviewed. I accept and agree that this will be my only and final opportunity to submit an application and that the decision by the University Readmissions Review Tribunal is final.

This application form and the attached documentation should be submitted via email at academicappeal@ufs.ac.za.

Signature of student: _____

Date: _____

