

REASONS THAT ARE NOT ACCEPTED FOR GAINING ACCESS TO THE SUPPLEMENTARY 2025 END-OF-YEAR EXAMINATIONS

1. Improvement of marks

1.1. According to the 2025 UFS General Academic Rules and Regulations, Rules 18.3(i) (p.31), and Rule 28.4(c) (p.71), *“A student who wishes to improve her/his final mark in a module with the sole purpose of gaining admission to a subsequent postgraduate qualification (postgraduate diploma, bachelor honours or a master’s degree, but not a doctoral degree), may repeat the module(s) in the following year after having registered for non-degree purposes, and may again take an examination in the said module after a new module mark has been obtained. The mark(s) will be recorded on the student’s study record.”*

2. Special examinations

2.1. Special examinations do not form part of the application process for supplementary examinations.

3. Reassessment

3.1. Reassessment is awarded automatically, and no application needs to be submitted for a supplementary examination for reassessment purposes.

4. Non-compliance with rules for class attendance

4.1. No application for access to the main or supplementary examination due to non-compliance with class attendance will be accepted.

5. Applications by students from the Faculty of Health Sciences (nursing included)

5.1. The following students in the Faculty of Health Sciences is excluded from the applying with the Examination and Graduation Administration sub-department:

5.1.1. MBChB students.

5.1.2. BMedSc Radiation students.

6. Students who failed to attend the main and the supplementary examination

6.1. The main and the supplementary examinations are the ONLY official examination opportunities scheduled. There are **no** other opportunities.

7. Students who failed

7.1. Students who participated in the main examination and failed a particular module cannot apply for a supplementary examination for the module.

8. The following reasons are deemed as being within the control of the student and will under no circumstances be considered for gaining access to the supplementary examination:

8.1. **“I overslept.”** Students should ensure this does not happen.

8.2. **“I forgot my student card.”** This is considered negligent behaviour.

8.3. **“I did not know I had to apply to write the supplementary examination.”** All the possible methods of communication have been utilised to inform students in time. Since this is not the first time that the process has been implemented at the UFS, no excuses will be accepted where students claim not to have known about the procedure.

8.4. **“I will not have, or I did not have sufficient time to prepare.”**

8.5. **“I misread the timetable.”** Students should ensure that they have the correct dates and times.

8.6. **“I prepared for the wrong module.”** Students should ensure that they have the correct dates and times.

8.7. **“My friends misinformed me about the examination dates/times.”** Students are responsible for their own academic performance, including matters relating to examinations.

8.8. **“I missed the deadline for the application to write the supplementary examination.”** All the possible methods of communication have been utilised to inform students in time, also regarding relevant deadlines.

8.9. **“I went and wrote anyway (despite a non-approval or without having applied) and I want my marks released because I have passed the module (sometimes even with distinction).”** This student will be seen to have created an unfair advantage for themselves, and this would be unfair to other students who also applied and who had respected the decision that had been made concerning their application.

- 8.10. **“I asked someone else to submit my application form, and he/she lost it.”**
Students are responsible for their own applications for supplementary examinations.
- 8.11. **“I did not have money to go to a doctor.”** Medical services are available at public sector hospitals, and therefore, the required medical report (Section B of the Application form E001) should be completed when submitting applications due to medical reasons.
- 8.12. **“I submitted my application form to my academic department/faculty/lecturer.”** All applications for supplementary examinations must be emailed to:
- a) Natural and Agricultural Sciences - NASExams@ufs.ac.za
 - b) The Humanities - HUMExams@ufs.ac.za
 - c) Education - EDUExams@ufs.ac.za
 - d) Health Science - HSCExams@ufs.ac.za
 - e) Law - LAWExams@ufs.ac.za
 - f) Economic and Management Sciences - EMSExams@ufs.ac.za
 - g) Theology and Religion - THLExams@ufs.ac.za
- 8.13. **“I submitted my application form as part of my answer script, which was handed in upon completion of the examination session.”** Only students who applied for access to the supplementary examination *in advance* and received the necessary approval are permitted to participate in the supplementary examination, and no application form handed in at any other venue will be accepted.
- 8.14. **“My lecturer gave me permission to write the supplementary examination.”** Only students who submitted an appropriately completed application form for the supplementary examination and obtained approval by means of an official e-mail sent by the Office of Examination and Graduation Administration will be permitted to participate in the supplementary examination.
- 8.15. **“I have obtained verbal permission from a staff member of the UFS to write the supplementary examination.”** Only students who submitted an appropriately completed application form for the supplementary examination and obtained approval by means of an official e-mail sent by the Office of Examination and Graduation Administration will be permitted to participate in the supplementary examination.
- 8.16. **“I did not know about the deadlines for submission.”** Deadlines are communicated on the UFS website and indicated on the application form.