



FACULTY/COLLEGE NAME

ACADEMIC DISCONTINUATION APPEALS

PROCESS AND GUIDELINES

2019

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SECTION A: ACADEMIC DISCONTINUATION APPEALS PROCESS AND RELATED INFORMATION

APPEALS PROCESS

1. Students submit ACADEMIC DISCONTINUATION (F7) appeal applications online via the UJ website.
2. Designated Faculty/College Office staff download the applications and filter them in terms of the different departments/schools.
3. A global result statement of each student submitting an appeal will be extracted and a summary of the student's progress will be made on the statement, such as the following:
 - The total number of modules passed until the last academic year of registration;
 - The number of previous academic exclusions (academic discontinuations) and/or a previously successful appeal, but the student did not meet re-admission conditions (L2);
 - Repeated failure of modules (taking into account levels and prerequisites);
 - Number of previous warnings; and
 - Whether or not a student can complete the qualification, if given a chance, in the new academic year (as is applicable).
4. The applications, together with the global result statements, are forwarded to the respective departments/schools.
5. The departments/schools meet according to a schedule arranged by the Faculty/College Office to discuss, and makes a decision on each appeal.
6. **All decisions with reasons, as well as conditions of re-admission (in the case of successful appeals)**, are indicated on the Appeals Application form at the meeting, signed by the Chairperson, and summarised on a special template after the meeting, which serves as a Decisions Record of the meeting; and these are then submitted by the Committee Secretariat to the Faculty/College Office (see [Annexure 1](#)).
7. The decisions are communicated to the students electronically.
8. In the case of successful appeals, each student is required to sign an agreement on the conditions of re-admission (see [Annexure 2](#)).
9. The decisions are captured on ITS and in the case of successful appeals, the students are unblocked for registration at the beginning of an academic year (or continued registration is allowed in the second semester). Refer to detail provided in Section C below.

COMPOSITION OF ACADEMIC DISCONTINUATION APPEALS COMMITTEES (AT DEPARTMENT/SCHOOL LEVEL)

The Faculty/College Appeals Committee will consider the appeal and the student will be notified in writing (email and SMS) of the outcome of the appeal. The decision of the Faculty/College Appeals Committee is final, AR7(d). If a student transfers to another faculty, the student's academic record related to his/her registration in any other programme/s is retained.

The appeals are evaluated by an appeals committee, chaired by the Executive Dean/Vice-Dean Teaching and Learning of the Faculty/College.

The panel normally consists of the following members, but might have more or fewer, based on each Faculty/College's requirements:

Committee members:

1. Executive Dean/Vice-Dean (Teaching and Learning) (*Chairperson*)
2. Director of the School/Head of Department or a senior representative (or appropriate representatives in the case of schools without departments)
3. Head: Faculty/College Administration
4. A representative from PsyCaD
5. A representative from the SRC.

Secretariat:

6. Faculty/College appeals coordinator; and
7. Faculty/College Office staff member responsible for a qualification, who will update the appeal decisions.

FUNCTIONS OF THE COMMITTEE MEMBERS

1. The Chairperson, after taking into account the discussion on an appeal and relevant guidelines as contained in this document, facilitates the decision on whether to lift or uphold an academic discontinuation. In the event of a lack of consensus, the Chairperson has the deciding vote. She/he signs the decisions indicated on the Appeal Applications form and later on the Decisions Record.
2. The SRC through its representative member on the Appeals Committee serves in an advisory capacity. A meeting is usually held in advance with representatives from the SRC to explain the appeals process and to clarify their role.
3. The representative from the Faculty/College Office acts as the secretariat who ensures that all decisions with reasons, as well as conditions for re-admission (in the case of successful appeals) are noted on the Appeals Application form and signed by the Chairperson; and later summarises all decisions on a special template, which serves as a decision record of the appeals meeting.

DECLARATION OF CONFIDENTIALITY AND INTEREST

1. In compliance with the Protection of Personal Information (POPI) Act, all student information must be treated with utmost confidentiality.
2. As far is possible, the Faculty/College Office representative/s will (prior to the Appeals meetings) read through the appeals and highlight key information such as the reasons provided by the student for her/his poor academic performance and measures that she/he pledges to undertake in order to address problems and improve academic performance.
3. At the Appeals Committee meeting, the Chairperson will present each student's appeal anonymously, indicating: academic progress, reasons provided by the student for poor academic performance and measures for improvement pledged by the student.
4. Each member of the Appeals Committee is required to sign a Declaration of Confidentiality and Interest (see [Annexure 3](#)).

SECTION B: GUIDELINES FOR THE EVALUATION OF ACADEMIC DISCONTINUATION APPEALS

INSTITUTIONAL REGULATIONS

Students may lodge an appeal against their academic exclusion (such as receiving an F7 (undergraduate) or 7F (postgraduate) global result code) at the specific Faculty/College on the campus where the student is registered. Faculty/College-specific arrangements will be made and dates publicised by the Faculty/College concerned (UJ Academic Regulations 2019):

AR6. CREDIT AND PROMOTION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

- AR6.3 Students retain credit for exemption and/or renewal of registration purposes for a module passed for a period not exceeding seven years, provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory body regulating the relevant qualification. This retention is also subject to the programme-specific requirements contained in the Faculty Rules and Regulations. Exceptions may be allowed by the Executive Dean in consultation with the Head of Department.
- AR6.6 Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean or his/her delegated authority on recommendation of the relevant Head of Department after consultation with the Lecturer, or on recommendation of the faculty's examination or assessment committee.
- AR6.7 To be admitted to any module in the second, third or fourth academic year of study, and progress to the following year of study, students must have passed at least 60% of the modules registered for in the previous academic year of study for contact programmes.
- AR6.8 Students who have not been promoted to the following year of study for any two years of study will not be permitted to continue with that programme and will academically be excluded except with the special permission of the Executive Dean. The Executive Dean may stipulate conditions for students to continue with their studies.
- AR6.9 If students have been granted special permission to continue with studies as determined in AR 6.6 and AR 6.8, the Executive Dean may refuse continuation of studies if their progress in the first semester is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year and will be academically excluded.
- AR6.10 The formal time during which students were registered for a particular programme at another higher education institution, as well as their results at such institution, may be considered in applying AR6.6, AR6.8, AR6.9.
- AR6.11 Unsatisfactory attendance of lectures, participation in an electronic learning environment, tutorials and practicals (where applicable) is taken into consideration when decisions are made regarding the academic exclusion of students.

AR10. DURATION OF PROGRAMME

- AR10.1 The minimum duration of a programme is in accordance with the HEQSF and HEMIS requirements.

AR10.2 The **maximum duration of a programme** is per the table below:

Duration of programmes if registered full time:

Qualification	Minimum Credits	Minimum Duration	Maximum Duration
Higher Certificate	120	1 year	2 years
Advanced Certificate	120	1 year	2 years
Diploma	240	2 years	3 years
UG Diploma	360	3 years	5 years
UG Extended Diploma	360	4 years	6 years
Advanced Diploma	120	1 year	2 years
UG Degree	360	3 years	5 years
UG Extended Degree	360	4 years	6 years
UG Professional Degree	480	4 years	6 years
PG Diploma	120	1 year	2 years
Honours Degree	120	1 year	2 years
Master's Degree	180	1 year	2 years
Doctoral Degree	360	2 years	4 years

AR.7 APPEALS AGAINST ACADEMIC EXCLUSION

Students may lodge an appeal against their academic exclusion (such as receiving an F7 (undergraduate) or 7F (postgraduate) global result code) online (<https://www.uj.ac.za/studyatUJ/Pages/Student-Application-form-to-appeal-against-academic-exclusion---F7.aspx>). **Faculty/College**-specific arrangements will be made and dates publicised by the **Faculty/College** concerned.

- AR7(a) Applicants who want to appeal must follow the prescribed administrative procedure by submitting their motivation and supporting documents as well as other substantiating documents online via the UJ web according to faculty guidelines and procedures and in accordance with UJ policies.
- AR7(b) The Faculty Appeals Committee will consider the appeals and may refuse or allow re-admission.
- AR7(c) The students will be notified in writing of the outcome of the appeal.
- AR7(d) The decision of the Faculty Appeals Committee is final subject to AR7(f).
- AR7(e) Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.
- AR7(f) When a Faculty Appeals Committee allows re-admission under circumstances where a student had submitted incorrect information and documentation material to an appeal, or had omitted to provide information or documentation material to an appeal, the Faculty Appeals Committee may reverse its decision and the registration of the student may be cancelled.

FACULTY APPEAL PROCESSING:

Students may lodge an appeal against their academic exclusion (such as receiving an F7 (undergraduate) or 7F (postgraduate) global result code) **online** <https://www.uj.ac.za/studyatUJ/Pages/Student-Application-form-to-appeal-against-academic-exclusion---F7.aspx>

The screenshot shows a web browser window with the URL <https://www.uj.ac.za/studyatUJ/Pages/Student-Application-form-to-appeal-against-academic-exclusion---F7.aspx>. The page title is "STUDENT APPLICATION FORM TO APPEAL AGAINST ACADEMIC EXCLUSION". It includes a navigation menu on the left with options like "Apply", "Academic Departments", "Courses and Programmes", "Graduations", "Registration", "Timetables", "Late Enquiries", "Student Accommodation and Residence Life", "Open Course Content", "Student Finance", "Examination Information", "Campus Life", "Student Marketing", and "Recent". The main content area contains the following text:

STUDENT APPLICATION FORM TO APPEAL AGAINST ACADEMIC EXCLUSION
 (Allocation of a global result code of F7 (Undergraduate) or 7F (Postgraduate at the end of the year; or the allocation of a global result code BF (Undergraduate) or DF (Postgraduate) in the middle of the year.

PLEASE TAKE NOTE OF THE FOLLOWING APPEAL CONDITIONS:

1. Appeals are to be submitted by 18 January 2018.
2. The outcomes of appeals will be communicated via SMS.
3. It is the responsibility of the student to follow up on the outcome of an appeal by the end of January 2019. (It might be possible that the University does not have your correct cell number).
4. Students who qualify for supplementary, sick or special assessments may go ahead and write them. The committee will make a decision keeping these assessments in mind.
5. A student is allowed to appeal for a revocation (lifting) of an academic exclusion only once.
6. The Faculty Appeals Committee will consider the appeals and may refuse or allow re-admission.
7. An academic exclusion does not lapse after a certain period of time.
8. Students who want to transfer to another faculty must submit an appeal to that specific faculty.
9. Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.
10. The decision of the appeals committee is final, which means that no further appeals are permitted. Note that an appeals committee generally consists of a combination of the following: Head of Department, Programme Coordinator, Faculty/College officer, PsyCaD representative and a SRC member.
11. A successful appeal is valid for the continuation of studies in the immediately ensuing semester and not to be deferred to a later period. In other words, for a successful appeal at the end of the second semester, a student must continue with his/her studies in the first semester of the following year.
12. When a Faculty Appeals Committee allows re-admission under circumstances where a student had submitted incorrect information and documentation material to an appeal, or had omitted to provide information or documentation material to an appeal, the Faculty Appeals Committee may reverse its decision and the registration of the student may be cancelled.

Supporting documents:

- If you want to substantiate your appeal with supporting documents, it must be uploaded with the appeal.

Staff will access the online platform, to review applications for their specific qualifications.

The records can be filtered by faculty, by clicking on “...” and selecting the **Faculty/College** required; however, students may accidentally enter the wrong **Faculty/College** and application(s) could be missed.

<https://www.uj.ac.za/studyatUJ/Lists/7fconfigsleepp/AllItems.aspx>

The screenshot shows a SharePoint list titled "7f-config-sleep" for the Faculty of Humanities. The list contains one item with the following details:

Title	Faculty	Student number	Initials	Surname	Contact number	Email Address	Qualification name	Level of study
Mr	Faculty of Humanities	201442089	Nk	Mhlauli	0840351559	Nkmhlauli@gmail.com	Logistics	3rd

A list of excluded students should be generated and used as the control list for students who have appealed.

FACULTY APPEALS COORDINATOR

This list will be shared on a share folder, and as appeals are lodged, the faculty staff member responsible for the qualification will update the list to reflect that the student has appealed.

FACULTY APPEALS COORDINATOR
FACULTY OFFICE STAFF

This will mean that any queries received at the lodging of an appeal may be dealt with by any member of staff.

FACULTY OFFICE STAFF

As the applications are lodged, the folders as detailed above should be created and updated with all the documents listed under the folders section above and saved for each student.

FACULTY OFFICE STAFF

1. Create a folder for your qualifications, and subfolders with each appeal application.
2. The naming of the folders should take the following sequence:

Main folder = Qualification name

Sub folders:

- Qualification;
- Year of Study;
- Student Surname

The subfolder, should contain the following:

- The student's supporting documents for the appeal;
- The student's global;
- A summary of the student's performance, including/making special reference to:
 - a) A screen snapshot of the application data;
 - b) A summary on the student's performance based on AR6.6; AR6.8; AR6.9; AR6.10; AR6.12 as listed above;
 - c) Any prior exclusions.

The day after the closing date:

The control list is used as the basis for the agenda of the meeting(s).

FACULTY APPEALS COORDINATOR

Specific folders with all applications per qualification must be finalised on the share folder.

FACULTY OFFICE STAFF

Creation of the agenda with slots per department/qualification and circulation of all documentation and invites are sent, together with viewing access to the folders relevant to the department/qualification to be reviewed.

FACULTY APPEALS COORDINATOR

Arrangements are made for the SRC representatives to have an opportunity to review the documentation beforehand (the documentation may not be released other than the viewing in office to the SRC).

FACULTY APPEALS COORDINATOR

GUIDELINES FOR THE EVALUATION ACADEMIC DISCONTINUATION APPEALS AT THE BEGINNING OF AN ACADEMIC YEAR

Note that these guidelines are for the evaluation of academic discontinuation appeals **at the beginning of an academic year**, following student performance in the preceding academic year. Guidelines will be developed for the evaluation of appeals after the first semester results.

The following factors generally do **NOT** support lifting an academic discontinuation:

1. A student had a previous academic exclusion that was lifted and received another academic exclusion.
2. A module has been failed twice, along with poor performance in other modules that the student is registered for.
3. A student did not pass any modules or very few following a warning.
4. There are first-year modules in the third year of study which were failed again.
5. Given the number (and level) of outstanding modules, the student will not be able to complete the qualification in the new academic period, taking into account AR10.2, above.

Factors 6 to 9 apply specifically to regular degrees and diplomas.

6. A student did not pass at least 50% of modules after 1 year of study (refer to number of modules indicated in the tables below).
7. A student did not pass at least 60% of modules after 2 years of study (refer to number of modules indicated in the tables below).
8. A student did not pass at least 71% of modules after 3 years, which include major modules (refer to number of modules indicated in the tables below).
9. A student did not pass at least 64% of modules after 3 years, which *do not* include major modules (refer to number of modules indicated in the tables below).

Factors 10 to 14 apply specifically to extended degrees and/or extended diplomas.

10. A student failed a module twice (extended degrees) **and** failed a major module (e.g. Accounting 1A and/or 1B) (refer to number of modules indicated in the tables below).
11. At least 50% of modules were not passed in the first (extended) year of study (refer to number of modules indicated in the tables below).
12. At least 60% of modules were not passed after 2 years of study (extended plus first year) (refer to number of modules indicated in the tables below).
13. At least 70% of modules were not passes after 3 years of study (extended plus first and second years) (refer to number of modules indicated in the tables below).
14. At least 71% of modules were not passed after 4 years of study (extended plus first, second and third years) (refer to number of modules indicated in the tables below).

While being cognisant of the above factors not in support of lifting an academic discontinuation, the following factors would generally be in support of re-admission:

1. Given the number (and level) of outstanding modules, the student would be able to complete the qualification in the new academic period, taking into account AR10.2, above.
2. Although a student received an academic discontinuation previously, which was subsequently lifted, s/he is able to complete the qualification in the new academic year,

subject to the duration of studies stipulated in AR10.2 and the relevancy of knowledge obtained from modules already passed.

3. Compelling reasons were provided for poor performance, subject to the duration of studies stipulated in AR10.2 and the relevancy of knowledge obtained from modules already passed. Note the Appeals Committee may request supporting documents as evidence from the student. If the student does not provide the necessary documents by a given due date, the academic discontinuation remains in place.

Note: A decision on an appeal may be held in abeyance subject to the results of supplementary exams awarded to a student. However, notwithstanding the possibility of a student having supplementary exams, a decision can still be made based on one or more of the factors provided above (in support or not of lifting an academic discontinuation).

The following tables provide qualification-specific performance criteria for the purpose of evaluation of appeals for re-admission. For each qualification, guidelines are provided in terms of the minimum number of modules to have been passed after a given number of years of study in order to consider re-admission.

Note: These criteria must be considered together with all the other factors indicated above in support or not of a readmission.

CRITERIA TO APPLY AT THE BEGINNING OF AN ACADEMIC YEAR:

Note: These criteria must be considered together with all the other factors indicated in support or not of a readmission.

EXTENDED DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:
e.g. Extended DIP (Human Resources Management) *	D1HRME	8 Year + 23 sem = 39 1 = 12 2 = 9 3 = 10 4 = 8	0/6 after 6 months 10/16 after 1.5 years (60%) 18/26 after 2.5 years (70%) 24/35 after 3.5 years (68%)

DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

ADVANCED DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACHELOR DEGREES			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACHELOR OF COMMERCE (BCom) DEGREES			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

EXTENDED BACHELOR DEGREE OF SCIENCE			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACCALAUREUS TECHNOLOGIAE (BTech)			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

****Add according to your Faculty/College qualification frameworks. Postgraduate qualifications to be added as well or follow process below.****

In the case of postgraduate qualifications (honours, master's and doctoral), the aforementioned factors for the evaluation of academic discontinuation appeals should be deemed generally applicable. The input and recommendations made by departmental representatives should be given weight with due consideration of fairness and consistency across all applications in a given programme. When evaluating appeals, in the case of master's and doctoral programmes, refer to [Annexure 4](#), which stipulates the criteria for the allocation of warnings and exclusions when results are processed or progress is evaluated (prior to receiving appeals).

CRITERIA TO APPLY IN THE MIDDLE OF AN ACADEMIC YEAR:

Note these criteria must be considered together with all the other factors indicated in support or not of a re-admission.

EXTENDED DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:
e.g. Extended DIP (Human Resources Management) *	D1HRME	8 Year + 23 sem = 39 1 = 12 2 = 9 3 = 10 4 = 8	0/6 after 6 months 10/16 after 1.5 years (60%) 18/26 after 2.5 years (70%) 24/35 after 3.5 years (68%)

DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

ADVANCED DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACHELOR DEGREE			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACHELOR OF COMMERCE (BCom) DEGREES			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

EXTENDED BACHELOR DEGREE OF COMMERCE (BCom)			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACCALAUREUS TECHNOLOGIAE (BTech)			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

****Add according to your Faculty/College qualification frameworks. Postgraduate qualifications to be added as well or follow process below.****

In the case of postgraduate qualifications (honours, master's, and doctoral), the aforementioned factors for the evaluation of academic discontinuation appeals should be used as deemed generally applicable. The input and recommendations made by departmental representatives should be given weight with due consideration of fairness and consistency across all applications in a given programme. When evaluating appeals, in the case of master's and doctoral programmes, refer to [Annexure 4](#), which stipulates the criteria for the allocation of warnings and exclusions when results are processed or progress is evaluated (prior to receiving appeals).

EXTENDED DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:
e.g. Extended DIP (Human Resources Management) *	D1HRME	8 Year + 23 sem = 39 1 = 12 2 = 9 3 = 10 4 = 8	0/6 after 6 months 10/16 after 1.5 years (60%) 18/26 after 2.5 years (70%) 24/35 after 3.5 years (68%)

DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

ADVANCED DIPLOMAS			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACHELOR DEGREE			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACHELOR OF COMMERCE (BCom) DEGREES			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

EXTENDED BACHELOR DEGREE OF COMMERCE (BCom)			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

BACCALAUREUS TECHNOLOGIAE (BTech)			
QUALIFICATION NAME	CODE	Number of modules	Criteria The student must have passed at least:

SECTION C: CONCLUSION OF THE APPEALS PROCESS

PROCESS AFTER THE COMMITTEE MEETING:

1. After an Appeals Committee meeting, the Appeals Application form together with all supporting documents is returned to the Faculty/College Office. The representative from the Faculty/College Office at the Appeals Committee meeting must ensure that all decisions with reasons, as well as conditions for re-admission (in the case of successful appeals) are noted on the Appeals Application form and signed by the Chairperson. Faculty/College representative will summarise all decisions on a special template after the meeting, which then serves as a decision record of the appeals meeting.
2. The Decision Record must be sent to the directors of school to be used in the event of queries from students.
3. All forms go to the designated college officers, from which the decisions are captured on a Faculty/College master list for the purpose of informing students electronically of the outcome of their appeals.
4. Those students whose appeals were successful are referred to a website (URL) provided in the SMS to sign the re-admission conditions.
5. The designated Faculty/College officers do the following in respect of **an unsuccessful appeal** on ITS **(at the end of the year)**:
 - Capture decision on LSREG-2 under comments; and
 - Update global result code on LSSTUD7-27.
1. The designated College officers do the following in respect of **an unsuccessful appeal** on ITS **(in the middle of the year)**:
 - Capture decision on LSREG-2 under comments;
 - Update global result code on LSSTUD7-27;
 - Block the student on LSREG-2;
 - Block the student on SREGL-2; and
 - Cancel the registration for all second semester and year modules.
2. Queries received on about Appeals Committee decisions are referred to the relevant Head of Department/Director of School. In the event that an HOD/Director, with compelling reasons, wishes an Appeals Committee decision to be reviewed, this must be discussed with the Vice-Dean: Teaching and Learning. Any review of a decision will ~~include the need for~~ be done with consistency and fairness.
3. The completed electronic Conditions of Re-admission forms **for successful appeals** are downloaded from Google and sent to the designated Faculty/College officers.
4. Upon receiving this form, the designated Faculty/College officers match them with the appeal forms and the following steps are undertaken on ITS **(at the end of the year)**:
 - Capture decision on LSREG-2 under comments;
 - Unblock student on LSREG-2;
 - Unblock student on SREGL-2;
 - Update global result code on LSSTUD7-27;
 - Admit student for 2018 on LSNAPPA-1;
 - Give student online registration access on STWEBM-9.

5. Upon receiving this form, the designated **Faculty/College** officers match them with the appeal forms and the following steps are undertaken on ITS **(in the middle of the year)**:
- Capture decision on LSREG-2 under comments;
 - Update global result code on LSSTUD7-27.

RESULT CODES ALLOCATED ON CONCLUSION OF THE APPEALS PROCESS

	CODE TYPE	2nd SEMESTER November	1st SEMESTER June
UNDERGRADUATE	NO RE-ADMISSION	ACADEMIC DISCONTINUATION	BF
	APPEAL SUCCESSFUL	1F	4F
	APPEAL UNSUCCESSFUL	3F	5F
POSTGRADUATE	NO RE-ADMISSION	7F	DF
	APPEAL SUCCESSFUL	6F	9F
	APPEAL UNSUCCESSFUL	8F	0F

After all the processes above, **Faculty/College** staff member will then select the appropriate letter template, which will be sent (via email/SMS) to the student as formal notice of the committee decision, detailing the conditions that will apply to the re-admission, or the reasons for the declined decision.

FACULTY OFFICE STAFF

Those students whose appeals were successful are referred to a website (URL) provided in the SMS to sign the re-admission conditions.

- AR7(f) When a Faculty Appeals Committee allows re-admission under circumstances where a student had submitted incorrect information and documentation material to an appeal, or had omitted to provide information or documentation material to an appeal, the Faculty Appeals Committee may reverse its decision and the registration of the student may be cancelled.

ANNEXURE 1: APPEALS COMMITTEE DECISION RECORD TEMPLATE

F7 APPEALS PERIOD:												
Dept.	Qualification Code	Qualification Name	Result Code	Student No.	Surname	Cell No.	Email	Date submit	Date of Appeals Committee meeting	Lift Y/N	Reason	SMS

ANNEXURE 2: CONDITIONS OF RE-ADMISSION FORM

BEGINNING OF THE YEAR:

Jan 2019	Date and time stamp (From online form)		
Initials		Surname	
Student Number			
Qualification Code		Name of Qualification, e.g. Accounting	
I AGREE TO THE FOLLOWING CONDITIONS OF RE-ADMISSION:			
<p>To register for the 2019 academic year, as I acknowledge that my re-admission on appeal is valid for 2019 only.</p> <p>To pass all the first semester modules that I am registered for in the first semester of 2019 and obtain at least a 40% progress mark for year modules, as applicable.</p> <p>To not cancel registration of any modules.</p> <p>To attend all lectures.</p> <p>To attend all tutorials, practical classes and other contact sessions (where applicable).</p> <p>To attend relevant academic development courses at the Academic Development Centre, which would enhance my chances of academic success.</p> <p>To consult with PsyCaD to address personal issues.</p> <p>To comply with any other conditions as specified on my appeal and communicated to me electronically.</p>			
I agree with the above conditions, and I accept that if I fail to meet any of them, I will not be allowed to register again for the programme in the Faculty/College name; and I accept that I will not be allowed to submit an appeal again for re-admission.			
YES		NO	
Signature			

MIDDLE OF THE YEAR:

July 2019	Date and time stamp (From online form)		
Initials		Surname	
Student Number			
Qualification Code		Name of Qualification, e.g. Accounting	
<p>I AGREE TO THE FOLLOWING CONDITIONS OF READMISSION:</p> <p>To not cancel my registration of any modules. To attend all lectures. To attend all tutorials, practical classes and other contact sessions (where applicable). To attend relevant academic development courses at the Academic Development Centre, which would enhance my chances of academic success. To consult with PsyCaD to address personal issues. To comply with any other conditions as specified on the outcome of my appeal and communicated to me electronically. To attend and participate in any specific sessions arranged by the relevant department, relating to my re-admission.</p>			
<p>I agree with the above conditions, and I accept that if I fail to meet any of them, I will not be allowed to register again for the programme in the Faculty/College Name; and I accept that I will not be allowed to submit an appeal again for re-admission.</p>			
YES		NO	
Signature			

ANNEXURE 3: DECLARATION OF CONFIDENTIALITY AND INTEREST

FACULTY/COLLEGE NAME
ACADEMIC DISCONTINUATION APPEALS COMMITTEE
DECLARATION OF CONFIDENTIALITY AND INTEREST



I undertake that:

- a) I will not divulge to anyone any information to which I may be privy through my capacity as a member of the Academic Discontinuation Appeals Committee.
- b) I will not allow anyone access to the documents related to this academic discontinuation appeals committee.

I hereby declare that :

- I have no personal interest, direct or indirect, that may raise a conflict with my duties as a member of this Academic Discontinuation Appeals Committee.
- I have a personal interest, direct or indirect, that may raise a conflict with my duties as a member of this Academic Discontinuation Appeals Committee. The particulars of such matter are stated below:

Capacity on Committee: _____

Title, initials and surname: _____

Signature: _____

Date of meeting: _____

ANNEXURE 4: CRITERIA FOR THE ALLOCATION OF WARNINGS AND EXCLUSION FOR MASTER'S AND DOCTORAL PROGRAMMES

Master's Full Time (Maximum time: 2 years)

Time taken to date	Results Code
2 years	E6 warning with extension of 1 year
3 years	F5 (Final) warning with 6 months extension
3.5 or more	Consider stricter action, evaluate for the possibility of 7F (Exclusion)

Master's Part Time (Maximum time: 3 years)

Time taken to date	Results Code
3 years	E6 warning with extension of 1 year
4 years	F5 (Final), warning with 6 months extension
4.5 or more	Consider stricter action, evaluate for the possibility of 7F (Exclusion)

Doctoral Full Time (Maximum time: 4 years)

Time taken to date	Results Code
4 years	E6 warning with extension of 1 year
5 years	F5 (Final) warning with 6 months extension
5.5 or more	Consider stricter action, evaluate for the possibility of 7F (Exclusion)

Doctoral Part Time (Maximum time: 5 years)

Time taken to date	Results Code
5 years	E6 warning with extension of 1 year
6 years	F5 (Final), warning with 6 months extension
6.5 or more	Consider stricter action, evaluate for the possibility of 7F (Exclusion)

ICOM/EMAIL LETTER TEMPLATES:

NOTICE OF EXCLUDED STATUS:

Dear Student

I regret to inform you that you have not met the academic requirements for the 20__ academic year of study for the _____ qualification, as per your official F7/7F result letter.

Should there be information/reasons that may account for your poor academic performance you wish to bring to the attention of the University, you may appeal online, using the following link: [UJF7 Appeal](#). This link also provides all the details about the procedures and deadline dates that apply.

Please note:

- The appeals process is evidence-based, and you will be required to submit supporting documentation for the reasons that contributed to your poor performance.
- The deadline for submission of appeals is absolute, and no late appeals will be considered.

Yours sincerely

Ms/Mrs/Mr _____

Senior Faculty Officer / Faculty Officer / Extended Programme Coordinator

SUCCESSFUL WITH CONDITIONS

Dear Student

I am pleased to inform you, that your appeal against your academic exclusion was successful.

The permission granted for the re-admission to your qualification, is subject to the following conditions:

- 1) This is your final opportunity to continue with your studies;
- 2) You must attend the academic development support workshops during the semester;
- 3) You must pass all the modules for which you are registered in the second semester; and
- 4) You are not allowed to cancel any modules during the semester.

Failure to meet these conditions will result in you being academically excluded not only from studying the qualification that you have been granted re-admission, but any qualification in the **Faculty/College Name**.

Yours sincerely

Ms/Mrs/Mr _____

Senior Faculty Officer / Faculty Officer / Extended Programme Coordinator

UNSUCCESSFUL WITH REASONS

Dear Student

I regret to inform you that your appeal against academic exclusion for the _____ qualification was not successful. Below, are the reasons cited by the committee (you will place the specific reasons detailed by the committee in the meeting below):

- 1)
- 2)
- 3)

Please note:

- The decision of the committee is final (AR.7).
- The academic exclusion means that you are not only prohibited from studying the degree that you have been excluded from, but from any qualification in the Faculty of Humanities.
- Should you wish to apply to another faculty, this academic exclusion is retained on your student record.

Yours sincerely

Ms/Mrs/Mr _____

Senior Faculty Officer / Faculty Officer / Extended Programme Coordinator

Process of tracking the attendance of the academic development support workshops below.

ACADEMIC DEVELOPMENT WORKSHOP FOR STUDENTS WITH SUCCESSFUL APPEALS

- The first two workshops take place at the beginning of the semester in the Monday Test Period (the workshops are scheduled for the 2nd and 3rd Monday of each semester).
- The Faculty officer needs to inform students via SMS and emails of the time, date and venue of the workshop.
- The ADC/PsyCaD staff member takes an attendance register and sends it to the faculty.
- Faculty officers will need to capture it on the list of successful appeal students.
- During the relevant term, additional workshops are offered by ADC,
- A time schedule for the workshops will be sent to all faculty officers to inform students, via SMS and email of the time, date and venue of the workshop.
- The ADC staff member will send the attendance register to the faculty, all faculty officers need to capture the attendance on the list of successful appeal students.
- Faculty officers should also capture all relevant notes, "attendance at PsyCaD for Psychosocial problems" on the list to ensure the list is comprehensive, should the student fail in the following semester.

The students on condition are reviewed midyear and the registrations should be cancelled of students who have not met the conditions.

UNSUCCESSFUL AFTER CONDITIONS HAVE NOT BEEN MET:

Dear Student

I regret to inform you that you have not met the conditions of the re-admission to the _____ qualification for the academic year of study, as per your midyear result letter. Your failure to meet these conditions has resulted in your registration being cancelled. You are excluded from studying any qualification in the **Faculty/College Name**.

Yours sincerely

Ms/Mrs/Mr _____
Senior Faculty Officer / Faculty Officer / Extended Programme Coordinator

WARNING LETTER

Dear Student

Your overall academic performance is not satisfactory for the _____ qualification, as reflected on your result outcome. You have been granted permission, however, to continue with your studies in **2019**, subject to the following conditions, which will be reviewed with your academic performance, midyear in **2019**.

1. You are not allowed to fail any module(s);
2. You are not allowed to cancel and module(s); and
3. You are required to attend Academic Development Workshops (details of the workshops will be given to you, when you submit your signed copy of this letter to the faculty before the closing of the **2019** registration).