



# GUIDE: SUBMISSION TO FACULTY APPEALS AND SENATE REVIEW COMMITTEES

*A step-by-step guide for submitting an appeal*



## 01

Log into your **UP Student Portal**

**NEW USER**

u05033684

\*\*\*\*\*

**LOGIN** [Lost \(forgotten\) password](#)  
[Change password](#)

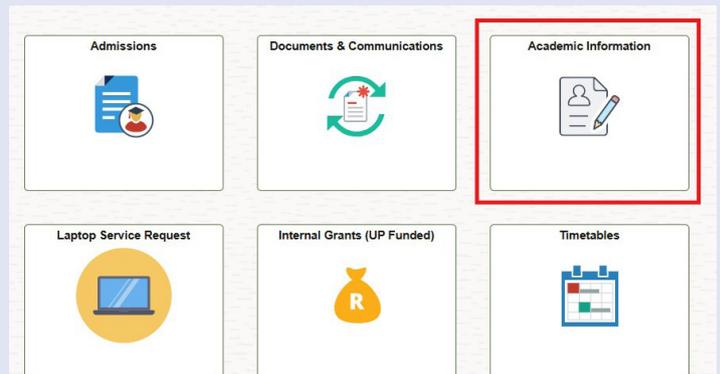
## 02

Select the **Student Centre** portlet



## 03

Navigate to the **Academic Information** tile



UNIVERSITEIT VAN PRETORIA  
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# 04

Click on **Appeals** on the side ribbon

## Registration/Module Changes

- Registration/Module Changes
- Discontinue Studies
- Print/View Academic Record
- Graduation Information
- Appeals**
- Credit List
- Academic History

# 05

If you wish to make an appeal to your **Faculty**, click on the **Apply** button

Your submission must include:

- **A short motivation** explaining why you should not be dismissed from your current programme.
- **Details on how you will overcome past challenges** and your plan to improve your academic performance.
- **Supporting documents** to back up your appeal (make sure to upload them in the correct section in PDF format).

For detailed guidance, visit the [Academic Exclusion](#) webpage

- Go to the University website
- Click on **Students**
- Select **Undergraduate**
- then choose **Academic Exclusion**

Make sure you complete your application carefully and on time.

Term	Session	Application Type	Status Date	Appeal Status	Appeal Result
2024	End of 2nd semester(Dec/Jan)	Review Committee	2024/11/15	Applied	>
2024	End of 2nd semester(Dec/Jan)	Faculty	2024/11/15	Faculty: Rejected	No proof >

# 06

To lodge an appeal, you must **complete all the required fields** in the application form.

Appeal Type: Faculty  
 Term: 2024  
 Appeal Session: End of 2nd semester(Dec/Jan)  
 Closing Date: 2024/11/00  
 Appeal Status: In Progress

Buttons: Cancel, Save, Submit

Reason:

Corrective Action:

Supporting documentation is essential - please upload documents here, before the closing date

Document Type:

Buttons: Upload, Delete, +

# 07

You can add attachments under **Supporting Documents** by selecting the document type from the drop-down menu. To upload additional documents, click on the **+ option** to add more fields.

Corrective Action:

Supporting documentation is essential - please upload documents here, before the closing date

Document Type:

- Appeal: Death Certificate
- Appeal: Doctor Certificate
- Appeal: Police Report
- Appeal: Unclassified Docs
- Sick Note

# 08

Once you have submitted the form, you can either **Save it for later** (keeping the closing date in mind) or **Submit it**.

- If you choose to save, the appeal will remain on an **"In progress"** status.
- If you submit, the status will change to **"Applied"**.

f 2nd semester(Dec/Jan)

11/30

gress

Buttons: Cancel, Save, Submit

# 09

When you click **Submit**, a confirmation message will ask if you are sure your appeal is complete and all required documents have been uploaded.

Click **Yes** if you are certain.

Appeal Status: In Progress

Buttons: Cancel, Save, Submit

Are you sure you have captured everything correctly?  
 Are you certain you have captured your appeal application correctly, and uploaded your supporting documents?

Buttons: Yes, No

Supporting documentation is essential - please upload documents here, before the closing date

testing\_upload\_document.pdf

# 10

The landing page should display key details about your appeal after completion. Your **Appeals Details** will be displayed as follows:

- Appeal type e.g. Faculty and Term e.g. 2024.
- Appeal session, closing date and appeal status, such as, "In progress" or "Applied".
- Reason and corrective actions: Your entered text for these fields will be visible.
- Supporting documentation: Uploaded documents and their types will be listed with options to upload or delete additional files if needed.
- Confirmation dialogue box: If you click **Submit**, a pop-up will ask, "Are you sure you have captured everything correctly?" You can confirm by clicking **Yes** or cancel by clicking **No**.

# 11

Ensure all details and documents are **correct** before final submission.

Appeal Type Faculty  
Term 2024  
Appeal Session End of 2nd semester(Dec/Jan)  
Closing Date 2024/11/30  
Exclusion Reason Poor performance is core modules

Students wishing to appeal their academic exclusion must submit their application before the specified closing date. Late submissions will not be considered.

Your appeal must include:

- A letter explaining why you should not be excluded, how you will address past challenges, and your plan to improve academically.
- All supporting documents (no additional documents can be submitted after the closing date).

Check the Academic Exclusion page on the UP website for dates and details. click on Students; click on Undergraduate; click on Academic Exclusion

Term	Session	Application Type	Status Date	Appeal Status	Appeal Result
2024	End of 2nd semester(Dec/Jan)	Faculty	2024/11/19	Applied	>

# 12

After submitting your appeal, you will need to wait for an outcome from the Faculty. The status will change to **"Under Review"** once the Faculty begins processing it.

If you want to appeal your exclusion, you must submit your application before the closing date. Late applications will not be accepted. How you will overcome past challenges and your plan to improve your academic performance. • Supporting documents to back up Exclusion webpage Go to the University website. Click on Students; Select Undergraduate; then choose Academic Exclusion. Make

Term	Session	Application Type	Status Date	Appeal Status	Appeal Result
2024	End of 2nd semester(Dec/Jan)	Faculty	2024/11/19	Docs submitted to Committee	>

# 13

If the appeal is unsuccessful, you have the opportunity to escalate your **application to the Senate Review Committee on Readmission**. This allows for a further review of your appeal following the Faculty's decision.

You are eligible to submit an appeal for Committee Review. Your original motivation and reason for the Faculty Appeals Committee meeting (dates available on the website) to determine the status of your appeal.

Term	Session	Application Type	Status Date	Appeal Status
2024	End of 2nd semester(Dec/Jan)	Faculty	2024/11/19	Faculty: Rejected

# 14

When escalating your appeal to the Senate Review Committee on Readmission, you must provide a **clear motivation** explaining why you are requesting a review of the decision.

Appeal Type Review Committe  
Term 2024  
Appeal Session End of 2nd semester(Dec/Jan)  
Closing Date 2024/11/30  
Appeal Status

Motivation for reconsideration

Reason  
I had personal challenges throughout the semester

Corrective Action  
I have started seeing a professional for assistance

Uploaded supporting documentation  
Document Type Appeal Doctor Certificate  
Testing\_upload\_document.pdf

# 15

Once your escalation is submitted, you will need to wait for the outcome of the review by the Senate Review Committee on Readmission.

**Be sure to regularly check your Student Portal for updates and communication regarding your appeal.**

**REMEMBER, MAKE SURE TO SUBMIT BEFORE THE DEADLINE, AS NO LATE SUBMISSIONS WILL BE ACCEPTED.**