



# APPEALS

## Submission Guide

2023/06/20



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Make today matter

[www.up.ac.za](http://www.up.ac.za)

# FACULTY APPEALS SUBMISSION PROCESS

- Excluded students will receive communication from the faculty.
- An appeal submission link will be activated for excluded students on the Student Self-Service Portal. The appeal documentation must be submitted using this link, before the specified cut-off date.
- ***No late submissions will be accepted, nor submission by any other means (for example, by email, in person, etc.).***
- The following slides describes the steps to submit the required appeal information and supporting documentation.



## UP Student Self-Service ▾

&lt; 1 of 4 &gt;

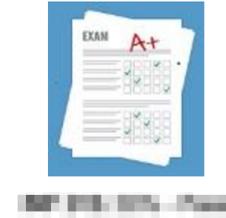
## Fin Aid/Funding Opportunities



## Anti discrimination cases



## Current Results/Enrollments



## Student Financials



## Personal Information



## Admissions



## Documents &amp; Communications



## Academic Information



## Residences



## Internal Grants (UP Funded)



## Timetables



## Tasks



- Access the **Student Centre** on the direct UP Portal link, or via My UP Login on the main UP website.
- The online appeal submission link can be found by clicking on the **Academic Information** tile.



Registration/Module Changes

Print/View Academic Record

Graduation Information

Appeals

Credit List

Academic History

View My Milestones

Student Card Bookings

Work Integrated Learning

Post Graduate Information

[Redacted] ID [Redacted]

**WARNING Undergraduate students:**  
Any module dropped four weeks after the commencement of lectures, will be reflected on your academic record and taken into account when calculating final marks and grade point averages (GPA). Refer to General Academic Regulations G2.5

BIT Information Technology (12131020) [Print Proof of Registration](#) [Module Changes](#)



- The **Appeals** link will be accessible irrespective of whether a current exclusion has been loaded, allowing old appeals to be viewed.



Registration/Module Changes

Print/View Academic Record

Graduation Information

**Appeals**

Credit List

Academic History

View My Milestones

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Work Integrated Learning

Post Graduate Information

Type Faculty  
 Career Undergraduate  
 Term 2023  
 Session End of 1st semester(June/July)



No late applications will be considered.

A detailed motivation in which you request readmission to the Faculty must be submitted online. Full details regarding the reasons for your unsatisfactory performance must be included in the motivation. Supporting documentation should accompany the motivation. Please visit the self-service function on the portal five days after the Faculty Appeals Committee meeting (dates available on the website) to determine the status of your appeal.

Apply



Term	Session	Status Date	Appeal Status	Appeal Result
2022	End of 2nd semester(Dec/Jan)	2023/02/15	Faculty: Conditional	Required to pass all outstanding second-year modules in 2023



1. There are two appeal sessions: End of 1<sup>st</sup> Semester and End of 2<sup>nd</sup> Semester.
2. Previous appeals will be visible, together with any readmission conditions for continued registration.
3. To submit a new application, use the **Apply** button.



UP Student Self-Service

Registration/Module Changes

Print/View Academic Record

Graduation Information

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Post Graduate Information

**Capture Appeal** [Cancel] [Submit]

Type Faculty

Term 2023

Appeal Session End of 1st semester(June/July)

Appeal Status

First Load Supporting Documents!

**Insert reasons** [ + ] [ - ]

Reason for appeal [ v ]

Short Explanation [ ]

**Corrective action**

[ ]

- Before adding the various reasons for the appeal (to motivate for readmission) and the corrective action, the prepared supporting documentation should first be uploaded to your portal documentation area. The documentation should be in PDF format.



## Upload Supporting Documentation



[Return](#)

[Save](#)

Each individual document must be in a .pdf format., Please do not rename files in other formats (example Word) as .PDF - these cannot be opened. The quality and classification of each uploaded document will be reviewed and approved / rejected.

Select the "Relates To" option carefully and make sure you choose the correct option. NBNB Read the "Relates To Help" to make sure you classify your doc correctly!

[Relates To Help](#)

Relates to / Year / Doc type	Document / Review status
Appeals 2022 Appeal: Death Certificate <a href="#">DEATH_CERT_3.pdf</a>	<a href="#">Upload</a> Valid — <a href="#">+</a> <a href="#">Comments</a>
Appeals 2022 Appeal: Death Certificate <a href="#">Death_Notice.pdf</a>	<a href="#">Upload</a> Valid — <a href="#">+</a> <a href="#">Comments</a>
Appeals 2022 Appeal: Death Certificate <a href="#">[redacted].pdf</a>	<a href="#">Upload</a> Valid — <a href="#">+</a> <a href="#">Comments</a>
Residences 2021 Confidential correspondence	<a href="#">Upload</a> Valid — <a href="#">+</a>

- The portal documentation upload area will list all previous documents you have uploaded in the past, in chronological order.
- It is best to scroll to the end of the list before adding new entries.



## Upload Supporting Documentation



Appeals	Upload		
2022	Valid	-	+
Appeal: Death Certificate	Comments		
<a href="#">Death_Notice.pdf</a>			
Appeals	Upload		
2022	Valid	-	+
Appeal: Death Certificate	Comments		
<a href="#">[REDACTED].pdf</a>			
Residences	Upload		
2021	Valid	-	+
Confidential correspondence	Comments		
<a href="#">[REDACTED]</a>			
Study Application	Upload		
2019	Valid	-	+
Gr 12 Results	Comments		
<a href="#">[REDACTED]</a>			
<input type="text"/>	Upload		
<input type="text"/>		-	+
<input type="text"/>	Comments		



- To upload appeal supporting documents, a new document entry must first be added by using the + button.
- Note the three drop-down fields that must first be defined before the Upload button becomes active.



## Upload Supporting Documentation



Appeals 2022 Appeal: Death Certificate <a href="#">Death_Notice.pdf</a>	<input type="button" value="Upload"/> Valid <a href="#">Comments</a>	— <input data-bbox="1083 151 1134 201" type="button" value="+"/>
Appeals 2022 Appeal: Death Certificate <a href="#">[REDACTED]</a>	<input type="button" value="Upload"/> Valid <a href="#">Comments</a>	— <input data-bbox="1083 351 1134 401" type="button" value="+"/>
Residences 2021 Confidential correspondence <a href="#">[REDACTED]</a>	<input type="button" value="Upload"/> Valid <a href="#">Comments</a>	— <input data-bbox="1083 551 1134 601" type="button" value="+"/>
Study Application 2019 Gr 12 Results <a href="#">[REDACTED]</a>	<input type="button" value="Upload"/> Valid <a href="#">Comments</a>	— <input data-bbox="1083 751 1134 801" type="button" value="+"/>
<input checked="" type="checkbox"/> Appeals Bank Details Studentships Disability Documents Faculty documents Financial Aid Financial Aid International ▼	<input type="button" value="Upload"/> <a href="#">Comments</a>	— <input data-bbox="1083 972 1134 1022" type="button" value="+"/>



- The first field defines the general category of the document. In this case the **Appeals** category must be selected.



## Upload Supporting Documentation



Appeals			
2022	<input type="button" value="Upload"/>		
Appeal: Death Certificate	Valid	—	<input type="button" value="+"/>
<a href="#">Death_Notice.pdf</a>	<a href="#">Comments</a>		
Appeals			
2022	<input type="button" value="Upload"/>		
Appeal: Death Certificate	Valid	—	<input type="button" value="+"/>
<a href="#">[Redacted]</a>	<a href="#">Comments</a>		
Residences			
2021	<input type="button" value="Upload"/>		
Confidential correspondence	Valid	—	<input type="button" value="+"/>
<a href="#">[Redacted]</a>	<a href="#">Comments</a>		
Study Application			
2019	<input type="button" value="Upload"/>		
2018 results	Valid	—	<input type="button" value="+"/>
<a href="#">[Redacted].pdf</a>	<a href="#">Comments</a>		
2020			
2021			
2022			
<input checked="" type="checkbox"/> 2023	<input type="button" value="Upload"/>		
2024		—	<input type="button" value="+"/>
<a href="#">[Redacted]</a>	<a href="#">Comments</a>		

- The second field defines the year / term to which the document applies. It is critical that the document year match the current appeal term in order for the documents to be visible to the appeal review committees (e.g. at the start year when submitting an appeal for the PREVIOUS year).



## Upload Supporting Documentation



Appeals			
2022	<input type="button" value="Upload"/>		
Appeal: Death Certificate	Valid	—	<input type="button" value="+"/>
<a href="#">Death_Notice.pdf</a>	<a href="#">Comments</a>		
Appeals			
2022	<input type="button" value="Upload"/>		
Appeal: Death Certificate	Valid	—	<input type="button" value="+"/>
<a href="#">[Redacted]</a>	<a href="#">Comments</a>		
Residences			
2021	<input type="button" value="Upload"/>		
Confidential correspondence	Valid	—	<input type="button" value="+"/>
<a href="#">[Redacted]</a>	<a href="#">Comments</a>		
Study Application			
2019	<input type="button" value="Upload"/>		
Gr 12 Results	Valid	—	<input type="button" value="+"/>
<a href="#">[Redacted]</a>	<a href="#">Comments</a>		
✓			
<input type="button" value="Appeal: Death Certificate"/>			
Appeal: Doctor Certificate	<input type="button" value="Upload"/>		
Appeal: Police Report			
Appeal: Unclassified Docs			
<input type="button" value=""/>		—	<input type="button" value="+"/>
	<a href="#">Comments</a>		

- The third field defines sub-category of the appeal document. The last category should be selected in case of affidavits, describing mitigating circumstances not covered by the other appeal document sub-categories.



## Upload Supporting Documentation



Appeals	Upload		
2022	Valid	-	+
Appeal: Death Certificate	Comments		
<a href="#">Death_Notice.pdf</a>			
Appeals	Upload		
2022	Valid	-	+
Appeal: Death Certificate	Comments		
<a href="#">[redacted].pdf</a>			
Residences	Upload		
2021	Valid	-	+
Confidential correspondence	Comments		
<a href="#">[redacted]</a>			
Study Application	Upload		
2019	Valid	-	+
Gr 12 Results	Comments		
<a href="#">[redacted]</a>			
Appeals	Upload		
2023	Valid	-	+
Appeal: Doctor Certificate	Comments		

- Once the three fields have been defined, the actual document upload button will become active.



## Upload Supporting Documentation

Appeals  
2022  
Appeal: Death Certificate  
Death\_Notice.pdf

Upload

Valid

Comments

Appeals  
2022  
Appeal: Death Certificate  
[redacted].pdf

Residences  
2021

Confidential correspondence

Study Application  
2019

Gr 12 Results

Appeals

Upload

2023

Appeal: Doctor Certificate

### File Attachment

Choose From



- In the File Attachment window, the **My Device** button opens a file browser on your device. Navigate your folders and select the correct PDF document.



## Upload Supporting Documentation

Appeals  
2022  
Appeal: Death Certificate  
Death\_Notice.pdf

Upload

Valid

Comments

Appeals  
2022  
Appeal: Death Certificate  
[redacted].pdf

Residences  
2021  
Confidential correspondence  
[redacted].pdf

Study Application  
2019  
Gr 12 Results  
[redacted].pdf

Appeals  
2023  
Appeal: Doctor Certificate

### File Attachment

#### Choose From



My Device

Upload

Clear



dummy.pdf

File Size: 13KB

- Once the file has been selected, as shown at the bottom of the window, the **Upload** button initiates the document upload.



## Upload Supporting Documentation

Appeals  
2022  
Appeal: Death Certificate  
Death\_Notice.pdf

Upload

Valid

Comments

Appeals  
2022  
Appeal: Death Certificate  
[redacted].pdf

Residences  
2021  
Confidential correspondence  
[redacted].pdf

Study Application  
2019  
Gr 12 Results  
[redacted].pdf

Appeals  
2023  
Appeal: Doctor Certificate

Upload

Comments

### File Attachment

Done

#### Choose From



My Device



dummy.pdf  
File Size: 13KB

2

1

Upload Complete

1. Once the transfer has completed, the Upload Complete message will appear.
2. The **Done** button completes the file attachment process.



## Upload Supporting Documentation



Appeals			
2022	<input type="button" value="Upload"/>		
Appeal: Death Certificate	Valid	—	<input type="button" value="+"/>
<a href="#">Death_Notice.pdf</a>	<a href="#">Comments</a>		
Appeals			
2022	<input type="button" value="Upload"/>		
Appeal: Death Certificate	Valid	—	<input type="button" value="+"/>
<a href="#">[redacted].pdf</a>	<a href="#">Comments</a>		
Residences			
2021	<input type="button" value="Upload"/>		
Confidential correspondence	Valid	—	<input type="button" value="+"/>
<a href="#">[redacted]</a>	<a href="#">Comments</a>		
Study Application			
2019	<input type="button" value="Upload"/>		
Gr 12 Results	Valid	—	<input type="button" value="+"/>
<a href="#">[redacted]</a>	<a href="#">Comments</a>		
Appeals			
2023 <input type="button" value="v"/>	<input type="button" value="Upload"/>		
Appeal: Doctor Certificate <input type="button" value="v"/>	Received	—	<input type="button" value="+"/>
<a href="#">dummy.pdf</a> <input type="button" value="1"/>	<a href="#">Comments</a>		

1. The uploaded filename will appear on the document entry.
2. The document entry status will change to Received. Note that the state will only change to Valid, as seen in other entries, after manual verification by faculty administration once the appeal is processed.



## Upload Supporting Documentation



Return

Save

Each individual document must be in a .pdf format,. Please do not rename files in other formats (example Word) as .PDF - these cannot be opened. The quality and classification of each uploaded document will be reviewed and approved / rejected.

Select the "Relates To" option carefully and make sure you choose the correct option. NBNB Read the "Relates To Help" to make sure you classify your doc correctly!

Relates To Help

Relates to / Year / Doc type	Document / Review status
Appeals	
2022	<input type="button" value="Upload"/>
Appeal: Death Certificate	Valid <input type="button" value="-"/> <input type="button" value="+"/>
<a href="#">DEATH_CERT_3.pdf</a>	<a href="#">Comments</a>
Appeals	
2022	<input type="button" value="Upload"/>
Appeal: Death Certificate	Valid <input type="button" value="-"/> <input type="button" value="+"/>
<a href="#">Death_Notice.pdf</a>	<a href="#">Comments</a>
Appeals	
2022	<input type="button" value="Upload"/>
Appeal: Death Certificate	Valid <input type="button" value="-"/> <input type="button" value="+"/>
<a href="#">[redacted].pdf</a>	<a href="#">Comments</a>
Residences	
2021	<input type="button" value="Upload"/>
Confidential correspondence	Valid <input type="button" value="-"/> <input type="button" value="+"/>

- Similar to the previous example, additional entries can be added for every supporting PDF document using the + button.
- Once all the necessary entries have been added, scroll to the top and select the **Save** button to complete the supporting documentation upload.



UP Student Self-Service

Registration/Module Changes

Print/View Academic Record

Graduation Information

**Appeals**

Credit List

Academic History

View My Milestones

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Work Integrated Learning

Post Graduate Information

**Capture Appeal** [Cancel] [Submit]

Type Faculty

Term 2023

Appeal Session End of 1st semester(June/July)

Appeal Status

First Load Supporting Documents!

Insert reasons [ + ] [ - ]

Reason for appeal [ v ]

Short Explanation

Corrective action

- Accommodation problems
- Adjusting to the University
- Class attendance
- Family problems
- Financial problems
- Illness
- Other
- Results withheld
- Study materials
- Study methods

details regarding the reasons for your company the motivation. Please visit available on the website) to determine

standing second-year modules in >

- The next step is to complete the first appeal entry. An appeal entry consists of a drop-down list of categories defining the reason for the appeal.

UP Student Self-Service

Registration/Module Changes

Print/View Academic Record

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Post Graduate Information

**Capture Appeal** [Cancel] [Submit]

Type Faculty

Term 2023

Appeal Session End of 1st semester(June/July)

Appeal Status

First Load Supporting Documents!

Insert reasons + -

Reason for appeal Illness

Short Explanation I had COVID 2022

Corrective action

Completed the treatment and have been consulting with FSA.  
You can expand the text input box by dragging the lower right corner.

1. Each entry must also include an explanation (254 character limit).
2. The last element of an appeal is the corrective action to be taken by the student to ensure no further exclusions occur (please keep concise).
3. Note that the corrective action text input area can be expanded.



UP Student Self-Service

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**Capture Appeal**

Type Faculty

Term 2023

Appeal Session End of 1st semester(June/July)

Appeal Status

First Load Supporting Documents!

+ -

**Insert reasons**

Reason for appeal

Short Explanation

+ -

**Insert reasons**

Reason for appeal

Short Explanation

**Corrective action**

Submit

Cancel

details regarding the reasons for your company the motivation. Please visit available on the website) to determine

standing second-year modules in

- Additional appeal entries can be added by using the + button.
- Note that all appeal entries should have corresponding supporting (evidence) document entries (i.e. medical certificates, death certificates, police reports, financial statements, affidavits, etc.).



UP Student Self-Service

Registration/Module Changes

Print/View Academic Record

Graduation Information

**Appeals**

Credit List

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View My Milestones

Student Card Bookings

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Post Graduate Information

Cancel

### Capture Appeal

Submit

Type Faculty

Term 2023

Appeal Session End of 1st semester(June/July)

Appeal Status

First Load Supporting Documents!

**Insert reasons** + -

Reason for appeal Illness

Short Explanation I had COVID 2022

**Insert reasons** + -

Reason for appeal Financial problems

Short Explanation

**Corrective action**

Completed the treatment and have been consulting with FSA.

details regarding the reasons for your company the motivation. Please visit available on the website) to determine

standing second-year modules in

- Also note that reasons such as “Adjusting to the University” and “Study methods” generally only apply to first-time first-year students.
- Once all supporting documentation and appeal entries have been added, the appeal submission can be completed by clicking the **Submit** button.

The screenshot shows a mobile application interface for capturing an appeal. The background form is titled "Capture Appeal" and includes fields for "Type Faculty", "Term 2023", "Appeal Session End of 1st semester(June/July)", and "Appeal Status". A button labeled "First Load Supporting Documents!" is visible. Below this is a section for "Insert reasons" with a dropdown menu for "Reason for appeal" set to "Illness". A confirmation dialog box is overlaid on the form, asking: "Are you sure you have captured everything correctly? Are you certain you have captured your appeal application correctly? Once you submit you may not change any of your answers!". The dialog has two buttons: "Yes" and "No". A red arrow points to the "Yes" button. The background form also shows a text input field with "consulting with FSA." and a "Submit" button in the top right corner.

- During the final submission a warning will appear to highlight that once the appeal is submitted, **no change can be made, and no additional documentation can be submitted** (by any means). Faculty administration may also not include any additional information on behalf of a student.

Registration/Module Changes

Print/View Academic Record

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Post Graduate Information

Type Faculty

Career Undergraduate

Term 2023

Session End of 1st semester(June/July)

No late applications will be considered.

A detailed motivation in which you request readmission to the Faculty must be submitted online. Full details regarding the reasons for your unsatisfactory performance must be included in the motivation. Supporting documentation should accompany the motivation. Please visit the self-service function on the portal five days after the Faculty Appeals Committee meeting (dates available on the website) to determine the status of your appeal.

Apply

Term	Session	Status Date	Appeal Status	Appeal Result
2023	End of 1st semester(June/July)	2023/06/14	Applied	>
2022	End of 2nd semester(Dec/Jan)	2023/02/15	Faculty: Conditional	Required to pass all outstanding second-year modules in 2023 >

- Upon submission the new appeal will appear on the appeals list and the status indicated as **Applied**. You should periodically visit the list to check the outcome of your appeal.
- Note that the **Apply** button is now disabled.

