

**UNIVERSITY OF PRETORIA
FACULTY APPEALS
COMMITTEE**

**PROCEDURES/CHECKLIST YOU MUST FOLLOW
WHEN SUBMITTING YOUR ONLINE APPEAL APPLICATION**

- Please read the online appeal application form ***carefully*** before completing it.
- You must supply **all** the information requested on the form.
- The deliberations of the Committee are absolutely confidential. It is in your own interest to ensure that you provide all the relevant details supporting your motivation for readmission. If there is *any matter* of a confidential or personal nature that you do not wish to disclose on the form or in your submission, you **must** go to Student Affairs and discuss your position with a counsellor.
- It is essential that you submit **documentary proof** of any claims you make in the following areas: (**This documentary evidence must be submitted together with your application and cannot be submitted at a later date.**)
 - o If you claim that illness affected your studies or examination results, you must produce a doctor's certificate supporting your claim that you were ill before/during the tests, practicals and examinations.
 - o If you were in hospital at any time during the year and this affected your studies, you must submit a hospital report.
 - o If you had sight or hearing problems and you were treated during the year, you must produce a report supporting your claim from the optician, audiologist, doctor or hospital.
 - o If your studies suffered because of a death in the family, you must submit a copy of the death certificate.
 - o If you were involved in an accident or a criminal incident as victim (eg an unrest incident in the townships or rural areas), or if your house was burnt down or destroyed, you must produce a copy of the police report.
 - o If your family suffered financial loss during the year, you must produce copies of any documents supporting this claim.
 - o If you claim that financial or accommodation problems affected your studies, please indicate how these problems have been resolved.

CHECKLIST

This checklist is to aid you in the completion of your appeal application.

- o Have you completed your appeal form?
- o Has supporting documentation (if relevant) and/or a motivation letter been attached?
- o If you are appealing to transfer to another qualification, have you checked that you would meet the current entrance requirements for that qualification. If not, the Faculty Appeals Committee cannot make an admissions decision.
- o Is your appeal clearly written and does it include all relevant evidence to support the reason(s) for your poor performance? Remember that all information submitted to the Faculty Admissions Committee remains confidential, and withholding important information will jeopardise your appeal.