



## **FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES**

### **APPEALS COMMITTEE: TERMS OF REFERENCE**

#### **1. Status of the Committee**

The Faculty Appeals Committee is a committee of the relevant faculty of the University of Pretoria (UP) and functions under the auspices of the Faculty Board of such faculty.

#### **2. Purpose**

Students who have been administratively dismissed or excluded from further study as a result of failure to comply with the faculty-specific and University requirements for academic progress, may appeal for readmission.

The Faculty Appeals Committee considers all appeals for readmission lodged with the faculty.

The purpose of these terms of reference is to ensure consistent and fair handling of all appeals lodged with the various Faculty Appeals Committees.

#### **3. Composition**

3.1 The Faculty Appeals Committee is composed as follows:

- The Dean of the faculty (Chairperson)
- The Deputy Dean: Teaching and Learning (or a duly designated representative)
- Two Heads of Academic Departments and/or Chairs of Schools in the faculty, nominated by the Dean
- One student member nominated by the relevant Faculty House

3.2 The Head of Student Administration will act as Secretariat of the committee.

3.3 The Heads of Academic Departments and/or Chairs of Schools are appointed for a term of two years while the student member is appointed for a one-year term.

#### **4. Quorum**

4.1 If three committee members are present, there will be a quorum.

4.2 Decisions will be taken on the basis of a majority vote. In the event of a tie of votes, the Chairperson will have a casting vote.

#### **5. Guidelines for lodging of an appeal for readmission**

5.1 The *Guidelines for readmission of students excluded under Regulation G3* and the *Guidelines for requesting a review by the Senate Review Committee on Readmission* provide students with full details of the process and can be accessed via the web page of the Department of Enrolment and Student Administration (DESA).

5.2 Appeals are lodged electronically. A student will be required to complete the online appeal form setting out the grounds for the appeal and submit it together with all the required supporting

documentation to the Faculty Administration. The Department of Enrolment and Student Administration publishes a checklist on its web page which students are to follow when completing and submitting the online appeal application.

- 5.3 Appeals to the Faculty Appeals Committees must be lodged before or on the date indicated on the University's calendar.

## **6. Functions and responsibilities**

- 6.1 In considering appeals, the Faculty Appeals Committee is guided by General Regulation G.3 on the "Renewal of Registration", which reads as follows:

1. *Students of the University are registered for one year of study, or for a shorter period determined in general or in specific cases by the Council. After a year or period of study has expired, students wishing to continue their studies at the University must renew their registration and pay such fees for renewal of registration as are prescribed by the Council from time to time.*
2. *Re-registration is permitted only*
  - (a) *in the case of full-time students, if the student has passed at least 50% of the modules enrolled for in a particular year of study,<sup>1</sup> and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if they have passed at least the equivalent of two semester modules – on condition that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted;*
  - (b) *in the case of full-time students, if the student completes the degree for which he or she is still registered within the prescribed minimum period plus two years and, in the case of after-hours students, distance education students and students who follow an approved extended study programme, if such students still complete their studies within the prescribed minimum period plus three years: provided that faculty boards may stipulate other requirements for progress that students must comply with in order to be readmitted.*
3. *A student who does not comply with the requirements in G.3.2 and who seeks readmission to the faculty may submit a written request to the dean that his or her application for readmission to the faculty be considered in terms of the set procedure.*
4. *Regulation G.3.2 applies with the necessary changes, to students from other tertiary institutions who register at the University.*

- 6.2 The Faculty Appeals Committee also applies the following general principles in the consideration of appeals:

- 6.2.1 The Committee must be convinced that a student possesses the required ability, resources and physical health to complete the degree he or she has enrolled for within a reasonable period of time. The following aspects will play a role in this decision:
  - 6.2.1.1 The overall academic performance of the student in the current as well as in previous years of study.
  - 6.2.1.2 The reasons provided as an explanation for poor performance.

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<sup>1</sup> On the acceptance of the Terms of Reference of the Faculty Appeals Committees, the Executive Management of Senate also approved the amendment of the relevant General Regulation.

- 6.2.1.3 The remedial steps taken to improve performance. These steps would include seeking the assistance of the Student Support Division which, inter alia, provides career guidance, counselling and social services to students. If specific circumstances (including personal and financial factors as well as accommodation problems), are cited as an explanation for poor performance, the student must provide proof that steps have been taken to prevent a recurrence of these circumstances from negatively influencing his/her studies in future.
- 6.2.1.4 Should illness and/or a mental condition be cited as an explanation for poor performance the student must provide proof that the condition no longer exists or is being managed and that his or her future performance will not be affected by the condition. It is recommended that a student should take a leave of absence until he or she meets the requirements specified above.
- 6.2.1.5 The measure of compliance with the progress requirements set by the faculty in cases where a student was previously conditionally readmitted by the faculty.
- 6.2.2 In the absence of complete supporting documentation the Committee will not be able to take a decision. The onus rests on the student to provide all the required and relevant information. The faculty is entitled to verify the documents or proof submitted, if required.
- 6.2.3 First-year students are treated somewhat more leniently (for example, cognisance is taken of the adjustment to university life). Although exceptions may be made based on the specific circumstances, first-year students who pass less than 40% of the prescribed credits are generally not re-admitted to the University. Different progression rules apply to foundation-year students.
- 6.3 The Committee considers the degree to which upholding an appeal would imply a deviation from the specific faculty requirements.
- 6.4 The deliberations of the Faculty Appeals Committee are confidential. However, all documentation will be accessible to UP academic and administrative staff on PeopleSoft for internal administrative use.
- 6.5 No member of the Faculty Appeals Committee provides reasons to a student with regard to an unsuccessful appeal.
- 6.6 The Head of Student Administration or a designated staff member will draft an official letter providing feedback to the student immediately after the meeting of the Faculty Appeals Committee.
- 6.7 A student whose appeal for readmission was denied by the Faculty Appeals Committee may request a review of the faculty's decision by the Senate Review Committee on Readmission.

## **7. Associated documents**

- General Regulation G.3
- Guidelines for readmission of students excluded under Regulation G3 (available from DESA)
- Guidelines for requesting a review by the Senate Review Committee on Readmission (available from DESA)

**8. Review of terms of reference**

The terms of reference of the Faculty Appeals Committee shall be reviewed every four (4) years or otherwise whenever deemed necessary during the intervening period. The terms of reference current at the time of the review remains operative until it is formally amended.

**9. Approval**

The terms of reference of the Faculty Admissions Committees was approved by the Executive Management of Senate, as mandated by Senate, on 31 October 2016.

**10. Document metadata**

Document number:	S 4706/16
Document version:	S 4706/16 newly approved
Document approval authority:	Senate Executive (mandated by Senate)
Document approval date:	31 October 2016
Document owner:	Executive Director: Department of Enrolment and Student Administration (DESA)
Document author(s):	Registrar, Executive member responsible for Student Administration and Director: DESA
Date:	October 2016
<u>Visibility:</u> Display on staff intranet Display on student intranet Display on public web	✓