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# POSTGRADUATE RENN APPEAL FORM

## APPEAL FOR READMISSION TO UCT IN 2023

**NOTE: Please use Adobe 10 or a later version when completing this form. If you are using Apple MAC, ensure that you are using Adobe Reader to fill in and save your form.**

Appeals will only be considered for students who have been academically excluded in December 2022. Students excluded in previous years must apply via the Admissions Office.

### PLEASE READ THE READMISSION INFORMATION SHEET BEFORE PROCEEDING

*This form is only for students seeking readmission via the RAC (Readmission Appeal Committee) to a PGDip, Honours degree or coursework component of a master's degree.*

*Students seeking readmission to a PhD or to the research component of a master's degree do not complete this form. They appeal to the Vice-Chancellor's nominee in terms of rule G17 and write a letter of motivation.*

At the end of every year, the Faculty Examination Committees meet to consider the progress of each student against the published readmission rules. The FEC must decide whether the student has made sufficient academic progress to continue, or not. Each student is given an academic standing code based on their progress. The FEC cannot allow the student to continue where there is not sufficient progress, and such students are denied permission to reregister in the subsequent year.

The Readmission Appeal Committee considers appeals for readmission from students who have been denied permission to reregister by their Faculty Examination Committees. The RAC must consider how long the student has already been registered, whether there is a reasonable likelihood of the student completing the degree in reasonable time and the circumstances that affected the student's progress.

The RAC is looking for evidence that a student has a reasonable chance of succeeding academically if readmitted. Your appeal submission should thus focus on this.

(tick) I have read and fully understand the appeal process.

SIGNATURE \_\_\_\_\_

TITLE: \_\_\_\_\_ SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DEGREE/DIPLOMA PROGRAMME FOR WHICH YOU WERE REGISTERED IN 2022: \_\_\_\_\_

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**PLEASE NOTE THE FOLLOWING GUIDELINES FOR COMPLETION OF THIS FORM**

When the RAC evaluates appeals, members of the committee read your full appeal and the information drawn from system about your academic and funding history. The Readmission Appeal Committee must assess whether the student has a reasonable prospect of success of achieving the qualification within the maximum permitted time and that they have not exhausted their funding.

The RAC is guided by the following three criteria, and to be successful an appeal will need to meet all three criteria:

1. Is the student able to complete within the maximum permitted time without taking more than a standard load in each remaining year? (Confirmation to be provided by a programme convener or curriculum advisor). Students are required to attach their transcript as part of the appeal. If you don't have access to your transcript because of a fee-block, the advisor you consult before submission will have access to your transcript and the Student Records Office will attach it to your appeal before it reaches the RAC.
2. For funded students: Is the student still eligible for funding? (Funding data will be provided by the Postgraduate Funding Office.) Where funded, students have exhausted their funding, they must show that alternative funding has been secured. Students without funding are at greater academic risk.
3. Are there extraordinary personal circumstances or events that impeded the student's academic progress? This requires a description of the circumstances /events, evidence to substantiate, and clear description and evidence that the circumstances/events will not continue to hamper academic progress.

**APPEAL INFORMATION**

**1. ACADEMIC INFORMATION**

- 1.1 Attach your transcript (if you have a fee block preventing your access to your transcript the Student Records will attach this for you when they receive your appeal).
  
- 1.2 Describe how your circumstances (or events in your life) affected your academic performance in 2022, resulting in your failure to meet the minimum readmission requirements. Be specific and give details. For example, include dates of all events that affected your study and indicate which parts of which courses were affected and how these were affected. Attach relevant documentation. Be as succinct as possible in your response. If you need more space than what is provided below, please attach additional pages and mark them clearly as a continuation of your response to section 1.

Note: If you cite financial problems, you must include information on whether you received financial aid and, if so, why you were still experiencing financial difficulty.

Please ensure you disclose ALL relevant information here as you only have ONE CHANCE to appeal. Information of a sensitive nature will be treated in the strictest confidence by your Faculty RAC. Once the RAC has heard your appeal, there is NO higher or further appeal.

## 2. FUNDING INFORMATION FOR 2023

If you were previously funded by the NRF or any other funder, and you have exhausted that funding or are no longer eligible for this funding as a result of your academic record, please indicate what, if any, alternative funding you have secured for 2023, or how you intend to fund your studies and living expenses in 2023.

You cannot assume funding offered for 2022 will be extended or renewed. If you have applied for extension funding but not heard the outcome, you need to indicate this.

The purpose of this question is to show that a lack of funding in 2023 is not going to create additional strain on you if you were to be readmitted. You should thus provide documented evidence of alternative funding you have.

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### 3. PERSONAL CIRCUMSTANCES

- 3.1 Describe how your circumstances (or events in your life) affected your academic performance in 2022, resulting in your failure to meet the minimum readmission requirements. Include any medical, home, personal, financial circumstances that contributed. Be specific and give details.

- 3.2 Describe how the problems you identified have been resolved or are being managed to enable you to continue with and successfully complete your studies at UCT.

For example, include dates of all events that affected your study and indicate which parts of which courses were affected and how these were affected. Attach relevant documentation. If you need more space than what is provided below, please attach additional pages and mark them clearly as a continuation of your response to section 3.2.

**Note:** If you cite financial problems, you must include information on whether you received financial aid and, if so, why you were still experiencing financial difficulty.

Please ensure you disclose ALL relevant information here as you only have ONE CHANCE to appeal. Information of a sensitive nature will be treated in the strictest confidence by your Faculty RAC. Once the RAC has heard your appeal, there is NO higher or further appeal.

#### 4. EVIDENCE

List all the documents you are providing as evidence to your response to questions 1-3 above. Please note: In most cases, your appeal will not be considered without appropriate documentary evidence. The onus is on you to provide all the evidence needed to support your appeal. The RAC will consider only the documents that are provided with the appeal.

**If you intend to submit a document which is not available by the due date, please mark this in the relevant column, indicating by when it will be provided (also to be uploaded as a service request.) Please note that this must be available before the last meeting of the RAC.**

Title of document in evidence	Attached	If not available by 3 January 2023, indicate the date by which it will be provided.

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### YOU MUST ESTABLISH THE OUTCOME OF YOUR APPEAL TIMEOUSLY

Please see the information sheet under the section called "appeal outcomes" for dates to contact the faculty.

Faculties aim to inform you of the outcome of your appeal two working days after the RAC meeting. Outcomes will be emailed to your UCT email account and available on your RAC PeopleSoft service request

### CHECKLIST – PLEASE FILL THIS IN

Besides the pages of this form, how many other pages are you submitting as part of your appeal? See the list in 4 above

No of Pages

How many separate pieces of documentation are you submitting as evidence NOW with this appeal form?

No of Documents

Is there any documentation still outstanding that you intend to send at a later date?

**PLEASE NOTE:** Any additional supporting documents which need to be sent at a later date, must contain your name and student number in the file name and must be submitted on PeopleSoft via the Self-Service Requests function by creating a new service request. You do not need to add your original appeal documents when submitting additional supporting documents. Refer to PeopleSoft Guidelines.

Yes

No

**PLEASE SAVE A COPY OF THE COMPLETED FORM AND YOUR SUPPORTING DOCUMENTS AS A SINGLE PDF FILE AND SUBMIT THE APPEAL VIA PEOPLESOFT SELF-SERVICE**

**BY 12H00 ON TUESDAY 03 JANUARY 2023**

For any queries related to the readmission process please contact the Student Records Office on Tel: 021 650 3595