



# **COMMUNIQUE**

## **TO STAFF AND STUDENTS**

### **ACADEMIC EXCLUSIONS APPEALS PROCEDURES**

#### **1. Introduction and Background**

The University Council has approved amendments to the Academic Exclusion Policy and Procedure in 2023. This has resulted in the disestablishment of the Joint Council and Senate Academic Exclusion Appeals Committee (JCSAEAC). The academic exclusion cases are now managed through a two-tier academic exclusion appeals process:

- a. School Academic Exclusion Appeals Committee chaired by Deans of School; and
- b. Senate Academic Exclusion Appeals Committee and chaired by DVC: Academic and Research.

#### **2. Academic Exclusion Procedure**

2.1 In line with the applicable University academic rules, students who have not met the expected minimum academic progression requirements will be academically excluded by the School Examination Committee/Commission.

2.2 The Deans will inform academically excluded students about their academic exclusions and advise them that they may appeal their academic exclusions in accordance with provisions of the Academic Exclusion Policy, within ten (10) working days after receipt of their exclusion letters.

2.3 The students are required to submit their academic exclusion appeals to the Dean's Office or through emails (using the email address on the form), on or before the closing date as published in the University calendar.

### **3. Grounds for appeal**

The following circumstances constitute acceptable grounds for academic appeals:

**3.1 Medical grounds:** This includes illness as diagnosed by a registered medical practitioner, registered psychologist or a traditional healer (who is registered with the Traditional Health Practitioners Council of South Africa) which contributed to the student's academic exclusion. In such instances, a medical or psychologist report must be attached to the appeal application.

**3.2 Compassionate grounds:** This includes death of an immediate family member, which may have contributed to the student's academic exclusion. In such cases, evidentiary proof should be attached, and the extent to which the death of a family has affected the student's performance.

**3.3 Compelling grounds:** This includes any convincing, credible and/or conclusive circumstances beyond the control of the student which may have contributed to the student's academic exclusion.

The grounds above notwithstanding, students are allowed a single appeal against academic exclusion. As a result, those who were previously academically excluded for the same qualification, shall forfeit the right to be considered for readmission into the same qualification for the second time.

### **4. PROCEDURE FOR LODGING AN APPEAL**

4.1 Students who wish to appeal their academic exclusion should submit their appeals on the prescribed form to the Dean's Office within ten (10) days after the receipt of their exclusion letters. Appeals can also be emailed to the School using the email address on the form.

4.2 The undergraduate and postgraduate academic exclusion appeal forms can be obtained from the Dean's Office or can be downloaded from the University website.

## 5. APPEALS PROCEDURE AND OUTCOMES

It should be emphasized that the academic exclusion appeals will be handled through a two-tier process as follows:

- a. School Academic Exclusion Appeals Committee chaired by the Dean; and
- b. Senate Academic Exclusion Appeals Committee chaired by DVC: Academic and Research

This means that applications must first be submitted to the School Academic Exclusion Appeals Committee. The Senate Academic Exclusion Appeals Committee will not consider any application unless such an application has been ruled on by the School Academic Exclusion Appeals Committee.

### 5.1 The School Academic Exclusion Appeals Committee

- a. The School Academic Exclusion Appeals Committee shall adjudicate over appeals in respect of the decisions of the School Examination Committee/Commission.
- b. The School exclusion meetings will take place within a maximum of twenty (20) working days after the release of the exclusion letters by the Dean's Office.
- c. Decisions of the School Academic Exclusion Appeals Committee will be communicated to the affected students, by the Dean's Office.

### 5.2 Senate Academic Exclusion Appeals Committee

- a. The Senate Academic Exclusion Appeal Committee will deal with appeals that could not be resolved by the School Academic Exclusion Appeal Committees, as well as those lodged by students who wish to appeal the decisions of the School Academic Exclusion Appeals Committees.
- b. Students who were not successful in appealing their exclusions at the School Academic Exclusion Appeals Committee, may lodge their appeals to the Senate Academic Exclusion Appeals Committee within a period of seven (7) days after receipt of the outcome of their appeals from the Dean's Office, on the prescribed form (obtainable from Office of the Deputy Registrar: Academic Administration. The form is also available on the University website.
- c. The decisions of the Senate Academic Exclusion Appeal Committee are **final and binding**, and no further appeal shall be considered **by any structure/body or functionary of the University**. They will be communicated to the students who had appealed by Office of the Registrar.

## 6. RELEVANT DATES

Date	Activity
14 December 2023	Release of the 2023 end of year examination results
9 – 15 January 2024	Submission of academic exclusion appeals by the 2023 registered students to the respective School Academic Exclusion Appeal Committees
24 January 2024	School Academic Exclusion Appeal Meetings <ul style="list-style-type: none"><li>• School of Medicine, 8:30</li><li>• School of Oral Health Sciences, 13:30</li></ul>
25 January 2024	School Academic Exclusion Appeal Meetings: <ul style="list-style-type: none"><li>• School of Health Care Sciences, 8:30</li><li>• School of Pharmacy, 13:30</li></ul>
26 January 2024	School Academic Exclusion Appeal Meeting: School of Science and Technology, 8:30
29 January to 2 February 2024	Submission of academic exclusion appeals to the Senate Academic Exclusion Appeals Committee via office of the Deputy Registrar: Academic Administration
7 February 2024	Senate Academic Exclusion Appeals meeting

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**20 NOVEMBER 2023**