



UNIVERSITY OF JOHANNESBURG FACULTY OF HUMANITIES

GUIDELINES ON F7 AND APPEALS PROCESS

In the Faculty of Humanities the following global result ratings apply:

1. F7: 1st year students

- Students, who have passed fewer than two modules (0-1 modules) in the 1st semester after the normal and supplementary examinations, will receive an F7 in June/July.
- Students, who have passed fewer than four modules (0-3 modules) at the end of the year and after the supplementary examinations, will receive an F7.
- Students with an F7 rating are not permitted to continue with their studies in the faculty.
- They can appeal by completing the attached documentation.

F7: 2nd & 3rd year students

- Students who have had one or more previous F5 ratings, will receive an F7
- Students who have failed all the modules in a semester, after the supplementary examinations, will receive an F7
- Students with an F7 rating will not be permitted to continue with their studies in the faculty.
- They can appeal by completing the attached documents.

2. F5: students who have passed 4/10 (40%) 1st year modules.

- These students can continue with their studies, provided that the balance of their 1st year modules is taken.

3. P5: students who have passed 5/10 modules (50%).

- These students may continue with their studies, provided that the 1st year modules are taken.
- 2nd year modules are taken only if there are no prerequisites.

4. P4: students who have passed 6/10 modules (60%).

- These are students who are promoted to 2nd year and regarded as 2nd year students, however, they too complete 1st year modules with the 2nd year modules.
- Prerequisites also need to be checked.

APPEAL PROCESS FOR F7 STUDENTS:

- A student may appeal after the January supplementary examinations or no later than the 2nd week in January of each year.

The following documents must be submitted to the Dean's Office:

- Appeal Form
- Motivation
- Supporting Documents

The appeals are evaluated by a panel, chaired by the Dean.

Panel members:

Executive Dean (Chairperson)

Vice-Dean (Academic)

Head: Faculty Admin

HOD: in which the qualification resides

SRC representative



FACULTY OF _____

STUDENT APPLICATION FORM TO APPEAL AGAINST EXCLUSION (F7)

Document requirements of the student:

- A current global academic record must be attached as annexure 1
- A full motivation why the decision should be reconsidered as annexure 2
- Relevant supporting documents as evidence must be attached as annexure 3

Closing dates for 2012:

- 13 January 2012
- 6 July 2012 (For June 2012 normal exams)
- 27 July 2012 (For July 2012 supplementary/special exams)

NB: No late applications would be considered. All applications should reach the Faculty Office no later than 12:00 on the specified dates.

TITLE:		INITIALS :		SURNAME:	
UJ STUDENT NUMBER:					
TELEPHONE NUMBER:	HOME:		CELL:		
E-MAIL ADDRESS:					
POSTAL ADDRESS:					
					POSTAL CODE:
QUALIFICATION REGISTERED FOR:					
FIRST YEAR OF REGISTRATION:			CURRENT ACADEMIC YEAR:		
NUMBER OF YEARS REGISTERED:					
MODULE(S) FAILED:					
APPLICANT AGREES TO THE RELEASE OF SUBMITTED INFORMATION TO THE APPEALS COMMITTEE					Yes

Student's signature

Date



FACULTY OF _____

FACULTY APPEALS COMMITTEE RECOMMENDATIONS

Student name _____ Student Number _____

Decision: Student may continue

Yes	No
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If the appeal is supported and the student readmitted:

Give reasons for the readmission based on:

Past performance

Mitigating factors

Probation requirements:

If the student is readmitted, indicate any special provisions, riders or conditions that need to be complied with:

The student should:

Attend all lectures	
Attend tutorials where applicable	
Attend peer tutoring sessions where applicable	
Must pass relevant modules in the academic year	
Career guidance at PsyCaD	
Monthly sessions with a psychologist at PsyCaD recommended	
Any other faculty specific requirement e.g clinical needs	

Progress to be monitored and reported on at the end of	1 st assessment	term	semester
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If the exclusion is upheld:

State the reasons for the **exclusion**:

Note: the decision of the committee is final and no further appeals will be allowed

APPEALS COMMITTEE: CHAIRPERSON NAME :	SIGNATURE:		Date:
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FACULTY ADMINISTRATION		
FACULTY OFFICER CAPTURED:		
SIGNATURE	Date:	

Further matters pertaining to appeals against exclusion:

Consideration should be given to the following matters:

- 1. Student transfers to another Faculty:** these can now be more easily monitored through on-line registration.
 - If a student transfers to another faculty, they should carry their academic history with them.
- 2. Repeat F7s**
 - A second F7 appeal is not permitted for the same programme.