

DP REFUSAL APPEAL FORM

DEADLINE FOR SUBMISSION TO SCHOOL OFFICE OF COMPLETED APPEAL:

On or before the date specified in the sessional dates which shall be no less than three (3) working days after the last day of notification of DP refusals

Complete one form per DP refusal being appealed. Do NOT put more than one module on the form. Forms must be submitted to the School who owns the module (if in doubt, ask the School Administrator).

SECTION 1: PARTICULARS OF APPLICANT (Please BLOCK Print and complete every block)

SURNAME:	STUDENT NO:				
FIRST NAMES:					
CONTACT ADDRESS:					
CONTACT DETAILS:		Tel No:			
E-mail:.....		Cellphone no:			
REGISTRATION INFORMATION:	DEGREE:		SCHOOL:		CAMPUS:

SECTION 2: APPEALS : RULES AND PROCEDURES

- (i) **Duly Performed (DP)** certification is refused in terms of **Rule GR16(a)** of the General Academic Rules, as follows:
Students shall not present themselves for examination in any module unless the module co-ordinator/lecturer has certified that they have met the DP requirements for the specified module.
- (ii) **Right of Appeal against DP refusals** is provided for in **Rule GR17** of the General Academic Rules, as follows:-
 - (a) *Students have the right to appeal against the refusal of a DP certification in terms of Rule GR16.*
 - (b) *An appeal must be lodged with the relevant School on or before the date specified in the sessional dates.*
 - (c) *Such appeal shall be considered by an appropriate committee, the composition of which shall be approved by the Senate.*
 - (d) **The decision of the committee shall be final.**
- (iii) **Appeal Procedure:**
 - (a) *Appeal forms may be accessed by collecting a hardcopy of form from the College Office, Module Co-ordinator or School concerned, complete Sections 1, 3, 4 and 5, attach useful supporting documentation.*
 - (b) *Motivations for appeals (Section 4) must be clear, substantiated and verifiable – appellants and the lecturer/module co-ordinator may be contacted for clarification, verification, etc of motivations and supporting documentation.*
 - (d) **Urgently** submit the completed form and supporting documentation to the School Office concerned.
- (iv) **Deadline date for submission of completed appeal form to School Offices:** according to sessional dates.
- (v) **Complete one form per DP refusal being appealed. Do NOT put more than one module on the form.**

SECTION 3: MODULE IN RESPECT OF WHICH DP APPEAL IS SUBMITTED

CODE (eg BIOC201)	NAME (eg Intro to Biomolecules 201)	% CLASS MARK	DP REQUIREMENT	Confirmed by Module Administrator

REASON FOR LOSS OF DP (cross out the options which are NOT applicable):

Class mark too low	Failed to submit an assignment	Failed to write a test	Did not meet attendance requirement
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USE A SEPARATE FORM FOR EACH MODULE

TO BE FILLED IN BY MODULE CO-ORDINATOR

I have interrogated the student's motivation and

- (a) I am satisfied that the DP refusal should remain or
 (b) I recommend rescinding the DP refusal

Reasons:

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Signature MODULE CO-ORDINATOR:

SECTION 4: MOTIVATION FOR APPEAL (to be completed in detail and supporting documentation (medical certificates, etc) to be attached to hardcopies handed in at School Offices. If form is submitted electronically, hold on to supporting documentation as you may be contacted for verification purposes).

SECTION 5: DECLARATION BY STUDENT APPEALING:

I, the undersigned, hereby appeal against the refusal of Duly Performed (DP) certification in the module listed under Section 3 above for the reasons indicated under Section 4 above and declare that the particulars given herein are correct and true. I consent to the University authorities making whatever enquiries and investigations they deem to be necessary in respect of this appeal and furthermore consent to the Medical Practitioner, or other person, who furnished Medical Certificates or any other certificates in support of my appeal, disclosing to the University authorities the nature of my illness and all relevant information surrounding my illness or condition given as reason for my appeal in the motivation under Section 4 above.

DATE:	SIGNATURE OF APPLICANT:
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SECTION 6: DECISION OF DP REFUSAL APPEALS COMMITTEE:

Appeal granted in respect of the following module:	Appeal NOT granted in respect of the module for the reasons stated, as follows:

SIGNED BY: ACADEMIC LEADER, TEACHING & LEARNING	DATE:
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