

FACULTY OF HUMANITIES: UNDERGRADUATE OFFICE
APPLICATION FOR ACADEMIC CONCESSION

A. TO BE COMPLETED BY STUDENT (see next page for submission procedure)

Last name: _____ Student number: _____
First name: _____ Programme: _____
Term address: _____ Email: [Your MyUCT email address]

Alternative email: _____

Cell: _____

1. Nature of concession: deviation from curriculum (*alteration to programme/major requirement*)
 fifth course in a semester
 other (*NB - timetable clash/course pre-requisite waiver concessions require a DIFFERENT FORM*)

2. Course(s) for which the concession is required: _____

3. Full description of curriculum problem which requires the concession:

4. Motivation from student: what special circumstances exist which give you a good reason for requesting the concession?

B. TO BE COMPLETED BY HEAD OF DEPARTMENT or PROGRAMME CONVENOR (NOT by Course Convenor)

I **SUPPORT** the student's application for the concession I **DO NOT SUPPORT** the student's application for the concession

Motivation for the above decision:

Name: _____ Signed: _____ Date: _____

*Electronic signatures are permissible -
signatures may not be typed*

Please note that the HoD's or Programme Convenor's signature does NOT grant you the concession, merely approves your application.
The actual concession is granted by the Deputy Dean and may be refused if it is not deemed appropriate.
You will be contacted by the Faculty Office should the Deputy Dean decline your application for concession.

FACULTY OF HUMANITIES APPLICATION FOR ACADEMIC CONCESSION

The Faculty of Humanities allows for exceptions to be made to the curriculum rules in individual cases on application. This may apply to the general degrees or to the requirements laid out for programmes. Such applications are made by way of concession.

CONCESSION PROCEDURES

- All applications for concessions will be considered on their merits. Concessions will be allowed only in exceptional circumstances. The onus of establishing these circumstances is on the student.
- Applications must be made on the correct concession application form and must be submitted timeously.
- Applications must include:
 - Supportive documentation supplied by the student, if appropriate. This may include medical certificates.
 - Recommendations by the relevant Head of Department and/or Programme Convenor.
- Applications for concessions will be considered by the Deputy Dean: Undergraduate Academic Affairs, who will be advised by the Faculty Committee consisting of the Faculty Manager and the Student Advisors of the Faculty.

CRITERIA FOR GRANTING CONCESSIONS

In considering each application the committee will have regard to academic and personal considerations as follows:

- Academic considerations. Attention will be paid to the student's
 - (a) Past academic record;
 - (b) Performance in the course, if any, which the student has failed;
 - (c) Workload that the student will carry if the concession is granted;
 - (d) The consequence of refusing to grant a concession; and,
 - (e) Remaining time necessary to finish the degree.
- Personal considerations. Personal circumstances that might explain the poor performance of the student in a particular course are of direct academic significance.

WHAT YOU NEED TO DO

1. Complete **Section A** of the concession form in full, being certain to detail the particulars of the concession you are requesting.
2. Email your concession form (with completed Section A) using your MyUCT email account to the relevant Head of Department or Programme Convenor to have **Section B** filled and signed.
3. Once your concession form has been completed, signed and returned to you by the relevant Head of Department or Programme Convenor, you may attach the PDF file to your Registration/Change of Curriculum service request on PeopleSoft. Please see the following Vula pages for demos on how to submit a service request: [Registration through Service Request](#) or [Change of Curriculum through Service Request](#).

PLEASE NOTE

There are slightly different procedures for different kinds of concessions; you need the following signatures in the following circumstances -

PROGRAMME CONVENOR:

- Structured programme students requesting to substitute or omit courses from the list of required courses for a particular programme.

HEAD OF DEPARTMENT:

- Structured programme students OR general degree students who need to be permitted concurrent registration.
- General degree students who need permission to deviate from the courses prescribed for a major.

A Course Convenor's signature is **never acceptable** on this concession form. Support for your application for concession needs to be provided by the relevant Head of Department or Programme Convenor.

Concessions for a fifth course in a semester for general degree, BSW or BA in F&MP students are granted by Dr. Jessica Tiffin, and for BSocSc in PPE students are granted by Dr. Gregory Fried.

The HoD/Programme Convener's signature on the form is enough to proceed with registration or change of curriculum. You do NOT need Dean's approval prior to submitting you registration/change of curriculum service request.