

FACULTY OF HUMANITIES: UNDERGRADUATE OFFICE  
**APPLICATION FOR WAIVER OF COURSE PRE-REQUISITE**

**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. Course(s) for which the concession is required: \_\_\_\_\_

2. Course(s)/Matric subjects which are usually required as entry to this course: \_\_\_\_\_

3. Reasons for non-completion of above pre-requisite course(s) or Matric subjects:

4. Relevant subjects which *have* been completed which may prepare student for this course, or other extenuating circumstances in the student's curriculum:

**B. TO BE COMPLETED BY HEAD OF DEPARTMENT (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*

The waiver of course pre-requisites is within the authority of an Head of Department. **Deputy Dean approval is not necessary.** Please note that a pre-requisite waiver is **NOT** permission to omit a course from a major, it **ONLY** grants permission to take courses out of the normal sequence. All major requirements must be completed by the end of the degree.

## FACULTY OF HUMANITIES

### APPLICATION FOR WAIVER OF COURSE PRE-REQUISITES

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.
  - Support of the relevant Head of Department.

#### 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 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, 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:

The waiver of course pre-requisites is within the authority of an HoD. **Deputy Dean approval is not necessary.**

#### A General concession is required when:

- Structured programme students OR general degree students need to be permitted concurrent registration.
- General degree students 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.

**The Head of Department's signature on the form is needed to proceed with registration or change of curriculum.**

The waiver of course pre-requisites is within the authority of an Head of Department. Deputy Dean approval is not necessary.

**Please note that a pre-requisite waiver is NOT permission to omit a course from a major, it ONLY grants permission to take courses out of the normal sequence.** All major requirements must be completed by the end of the degree.