

FACULTY OF HUMANITIES: UNDERGRADUATE OFFICE  
**APPLICATION FOR TIMECLASH CONCESSION**

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

Last name: _____	Student number: _____
First name: _____	Programme: _____
Term address: _____	Email: <u>          [Your MyUCT email address]          </u>
_____	Alternative email: _____
_____	Cell: _____

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

2. Provide clash details:

COURSE 1	COURSE 2
DEPARTMENT: _____	DEPARTMENT: _____
COURSE CODE: _____	COURSE CODE: _____
COURSE TITLE: _____	COURSE TITLE: _____
TIMETABLE SLOT: <input type="checkbox"/> 8AM <input type="checkbox"/> 9AM <input type="checkbox"/> 10AM <input type="checkbox"/> 11AM <input type="checkbox"/> 12PM <input type="checkbox"/> MERIDIAN <input type="checkbox"/> 2PM <input type="checkbox"/> 3PM <input type="checkbox"/> 4PM <input type="checkbox"/> 5PM	TIMETABLE SLOT: <input type="checkbox"/> 8AM <input type="checkbox"/> 9AM <input type="checkbox"/> 10AM <input type="checkbox"/> 11AM <input type="checkbox"/> 12PM <input type="checkbox"/> MERIDIAN <input type="checkbox"/> 2PM <input type="checkbox"/> 3PM <input type="checkbox"/> 4PM <input type="checkbox"/> 5PM
DAYS OF LECTURES: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI	DAYS OF LECTURES: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI

**B. TO BE COMPLETED BY HEAD OF DEPARTMENT (NOT by Course Convenor)**

COURSE 1	COURSE 2
HEAD OF DEPARTMENT DECLARATION:  <input type="checkbox"/> I <b>SUPPORT</b> the student's application for concession. I undertake to ensure that the student receives adequate support for missing lectures. My department undertakes to make necessary arrangements in the event of an exam clash.  <input type="checkbox"/> I <b>DO NOT SUPPORT</b> the student's application for concession.	HEAD OF DEPARTMENT DECLARATION:  <input type="checkbox"/> I <b>SUPPORT</b> the student's application for concession. I undertake to ensure that the student receives adequate support for missing lectures. My department undertakes to make necessary arrangements in the event of an exam clash.  <input type="checkbox"/> I <b>DO NOT SUPPORT</b> the student's application for concession.
MOTIVATION FOR ABOVE DECISION:     	MOTIVATION FOR ABOVE DECISION:     
NAME: _____	NAME: _____
SIGNED: _____	SIGNED: _____
DATE: _____	DATE: _____
<i>Electronic signatures are permissible - signatures may not be typed</i>	<i>Electronic signatures are permissible - signatures may not be typed</i>

Please note that the HoDs' support 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(s).
- 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 Heads of Departments to have **Section B** filled and signed. Be sure to send the form to the second HoD only after the first HoD has completed and returned their section of the form.
3. Once your concession form has been completed, signed and returned to you by both Heads of Departments, 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:

A Course Convenor's signature is **never acceptable** on this concession form. Support for your application for concession needs to be provided by BOTH Heads of Departments.

**The Heads of Departments' signatures on the form are needed 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.

Please note that faculty policy is NOT to grant timetable clash concessions unless:

- a) it is only one lecture or in extreme cases two overlapping, AND
- b) the clash includes a major subject which cannot be accommodated in any other way.

We will NOT enroll you in clashing courses without the Deputy Dean's approval. You will be contacted by the Faculty Office should the Deputy Dean decline your application for concession