

# PRINCIPLES/SOP FOR ASSESSING APPLICATIONS FOR A CONCESSION TO MISS CLASSES / ACADEMIC ACTIVITIES FROM UG STUDENTS IN FHS PROGRAMMES FHS034 (MANUAL PROCESS)

**Note:** The FHS034 form is intended for an application not longer than 10 consecutive academic days.

## Table of contents

Principles .....	1
1. Issue.....	1
2. Proposal .....	1
3. Recommended principles:.....	2
Proposed SOP/process .....	3

## Principles

### 1. Issue:

- 1.1. A student who does not meet one or more Due Performance (DP) requirements of a programme. A fail result is recorded and the student must repeat the course. (A student who is unable to write an examination must apply for a deferment to the central Deferred Examinations Committee.)
- 1.2. There are instances where an otherwise well-performing student may risk missing one or more DP requirement/s either due to circumstances beyond the student's control (e.g., a death in the family, a car accident, etc.); or other exceptional circumstances (e.g., when representing the university or country in an event). It would be unacceptable for such a student to fail the course and then repeat it, given the cost, and given the fail result on a student's academic record. In some cases, students would, if required to repeat the course, extend their studies and lose sponsorship for their studies as a result.

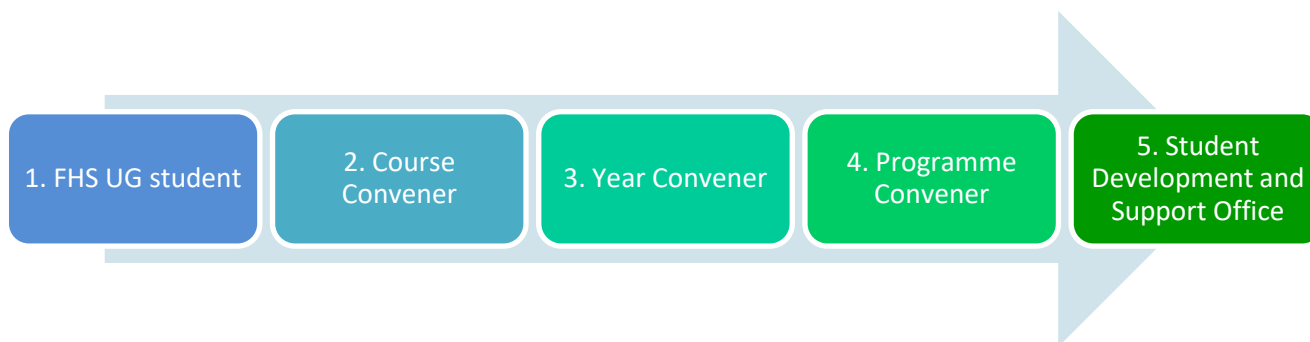
### 2. Proposal:

- 2.1. That every attempt be made to assist Faculty of Health Sciences students in all academic programmes who have been unable to meet their DP requirements *due to circumstances beyond their control or in other exceptional circumstances and for reasons deemed legitimate in terms of this policy* to do so without being unduly penalised.
- 2.2. That, where an application for a concession is approved, arrangements will be made so that the student:
  - (a) will not fail the course (even if the student is unable to write the course exam after not being able to complete the DP); and
  - (b) will be assisted to make up the lost time/DP as far as this is possible without having to extend the formal training time for the programme.

### 3. Recommended principles:

- 3.1. It is vital that all applications are treated consistently across courses and across academic levels. All appeals are therefore to be considered by the same group of academic staff (see below) to ensure consistency across courses in all programmes and academic levels. Individual course conveners can recommend but not decide on a concession.
- 3.2. It is students' responsibility to ensure that they meet the DP requirements for a course. If students realise that they cannot meet the DP, and they believe that they have a valid reason for not being able to meet the DP, they must apply for a concession immediately, as soon as the problem manifests.
- 3.3. The application will as far as possible be considered and a decision taken within four working days after it has been received, and a decision taken about whether any special arrangements can be made to accommodate the students (e.g., to see if time missed can be made up elsewhere without students extending their period of study).
- 3.4. The principles that govern the award of deferred examinations (by the central Deferred Examinations Committee) shall guide the staff responsible for considering the application to miss academic activities. (See rule G28 in the General Rules and Policies Handbook of the current year). Key to these principles is the following:
  - (a) A concession can be approved only on the basis of sound medical or compassionate grounds. Such reasons may include illness, a recurring medical complaint, a history of illness, or a physical or psychosocial disability.
  - (b) A recurring medical complaint or a history of illness or a physical or psychosocial disability will be considered possible grounds for a concession only **if the student has reported the complaint, the history of the disability to the Student Wellness Services at least three weeks before the application for a concession has been submitted and a documented effort has been made to avert a recurrence of the complaint or illness or overcome the disability.**
  - (c) The production of a medical certificate will not necessarily be sufficient to secure approval of an application for a concession.
  - (d) The serious illness or death of an **immediate** relative **may be** accepted as a good cause.
  - (e) **Students must submit documentary evidence in support of their applications to prove that circumstances were beyond their control.**
  - (f) Any pattern of poor attendance across courses and the student's academic performance to date may be considered in deciding on an application.
- 3.5. Students who may qualify for a leave of absence based on medical grounds should be referred to the Student Development and Support Committee.
- 3.6. All finalised applications with documentary evidence shall be kept in a confidential student's file in the Student Development & Support Office in the Faculty Office. The Student Development & Support Office will track progress, do follow-up and initiate a discussion with the student about a support plan where required.

## Proposed SOP/process



Role	Steps
<b>FHS UG student</b>	1. As soon as the problem preventing the achievement of DP manifests, the <b>UG FHS student</b> : <ul style="list-style-type: none"> <li>– Completes <b>Section A</b> of the FHS034 application form,</li> <li>– Attaches the documentary evidence,</li> <li>– Submits the completed FHS034 and evidence to the Course Convener.</li> </ul>
<b>Course Convener/s</b>	2. Within 24 working hours of receipt of the FHS034 and evidence:(as far as possible), the <b>Course Convener</b> : <ul style="list-style-type: none"> <li>– Reviews the completed FHS034 form and supporting evidence</li> <li>– Completes <b>Section B</b> of the FHS034 application form, indicating recommendations and stating conditions/requirements (where applicable) for the student to adhere to)</li> <li>– Send the document to the relevant Supervisor for further consideration and recommendations and signature (<b>Note</b>: This can also be done by the relevant administrator)</li> </ul>
<b>Year Convener</b>	3. Within 24 working hours of receipt of the completed FHS034 and evidence (as far as possible), the <b>Year Convener</b> : <ul style="list-style-type: none"> <li>– If necessary, consult with the <b>Course Convener</b> (e.g., to get clarity about whether the application is recommended and if the proposed concession arrangements will enable the student to complete the studies in <b>the minimum formal time</b>).</li> <li>– Completes <b>Section C</b> of the FHS034 application form, stating conditions/requirements (where applicable) for the student to adhere to.</li> <li>– Send the document to the relevant Programme Convener for further consideration and recommendations and signature (<b>Note</b>: This can also be done by the relevant administrator).</li> </ul>
<b>Programme Convener</b>	4. Within 24 working hours of receipt of the completed FHS034 and evidence (as far as possible) the <b>Programme Convener</b> : <ul style="list-style-type: none"> <li>– If necessary, consult with the Year Convener (e.g., to get clarity about whether – if the application is approved - the proposed concession arrangements will enable the student to complete the studies in the minimum formal time).</li> <li>– Completes Section C, and state conditions/requirements (where applicable) for the student to adhere to.</li> <li>– Sends the final completed document to the student and Year and Course Conveners.</li> </ul>



<b>Role</b>	<b>Steps</b>
<b>Student Development and Support Office in the Faculty Office</b>	<p>5. On receipt of the completed FHS034 and evidence Student Development and Support Office in the Faculty Office:</p> <ul style="list-style-type: none"><li>– Diarises any follow-up required (e.g., meeting/contact with the student to establish required support and facilitate referrals for support).</li><li>– Files a copy of all documentation in the student's confidential file.</li></ul>