



## LAW02 – Application for Concession

### Note

- Complete all sections (**A, B and C**) of this form.
- Attach supporting documentation, if appropriate. This may include medical certificates.
- This application will be considered by the respective Deputy Dean:
  - **Deputy Dean Undergraduate Studies:** Dr Kathy Idensohn
  - **Deputy Dean Postgraduate Studies:** Dr Lee-Ann Tong
- Send your completed application and supporting documents to:
  - **UG:** [deputydean.law@uct.ac.za](mailto:deputydean.law@uct.ac.za)
  - **PG:** [LawPGDD@uct.ac.za](mailto:LawPGDD@uct.ac.za)
- Please use the following standard email subject line: Prefix **UG** or **PG** together with your **student number** and the word "**Concession**". (Example subject line: **PG SMTJON123 Concession**)

### A. Student Details

|                            |    |  |    |                               |  |  |  |
|----------------------------|----|--|----|-------------------------------|--|--|--|
| First Name                 |    |  |    | Last Name                     |  |  |  |
| Current Degree / Programme |    |  |    | Student Number                |  |  |  |
| Academic Level             | UG |  | PG | Academic Year of Study (AYOS) |  |  |  |
| Email Address              |    |  |    | Mobile Number                 |  |  |  |
| Term Address               |    |  |    |                               |  |  |  |

### B. Concession Details

| Nature of concession  |  |
|---|--|
|   | Deviation from curriculum (alteration to programme or course choice) |
|   | Additional course  |
|   | Other (Please provide details below)                                 |
|   |  |
| Course(s) for which concession is required                        |  |
| Course code   | Lecturer   |
|   |  |
|   |  |
|   |  |
| Full description of curriculum problem which requires concession  |  |
|   |  |
| Motivation from student (supporting documentation to be attached) |  |
|   |  |

### C. Student Declaration

| I declare that the above information is correct in all respects |  |  |      |
|---|--|--|------|
| Signature   |  |  | Date |
|   |  |  |      |

| Faculty Office Use Only                 |           |  | Concession Granted |  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----------|--|--------------------|--|-----|--------------------------|----|--------------------------|
| Approval: (Optional) Programme Convenor | Signature |  | Date               |  |     |                          |    |                          |
| Approval: Deputy Dean                   | Signature |  | Date               |  |     |                          |    |                          |
| Captured: Faculty Office                | Signature |  | Date               |  |     |                          |    |                          |

The Faculty of Law allows for exceptions to be made to the curriculum rules in individual cases on application. This may apply to the general (LLB) degrees or to the requirements laid out for *named* programmes (i.e. PG Dip / MPhil / LLM). Such applications are made by way of concession.

### Concession procedure

- All applications for concessions will be considered on their merits.
- Concessions will only be allowed in exceptional circumstances.
- The onus of establishing these circumstances is on the student.
- Written application must be made timeously, by completing all relevant sections of this form and attaching the required supporting documentation.

### Requirements

| Undergraduate  | Postgraduate   |
|--|--|
| 1) Complete all sections ( <b>A, B and C</b> ) of the Application for Concession form.   | 1) Complete all sections ( <b>A, B and C</b> ) of the Application for Concession form.   |
| 2) Attach supporting documentation, if appropriate. This may include medical certificates.   | 2) Attach supporting documentation, if appropriate. This may include medical certificates.   |
| 3) This application will be considered by the Deputy Dean: Undergraduate Studies, Dr Kathy Idensohn.   | 3) This application will be considered by the Deputy Dean: Postgraduate Studies, Dr Lee-Ann Tong.  |
| 4) Send your completed application and supporting documents to: <a href="mailto:deputydean.law@uct.ac.za">deputydean.law@uct.ac.za</a>   | 4) Send your completed application and supporting documents to: <a href="mailto:LawPGDD@uct.ac.za">LawPGDD@uct.ac.za</a>   |
| 5) Please use the following standard email subject line: Prefix <b>UG</b> together with your <b>student number</b> and the word " <b>Concession</b> ".<br>(Example: <b>UG SMTJON123 Concession</b> ) | 5) Please use the following standard email subject line: Prefix <b>PG</b> together with your <b>student number</b> and the word " <b>Concession</b> ".<br>(Example: <b>PG SMTJON123 Concession</b> ) |

### Criteria for granting concessions

In considering each application, the respective Deputy Dean will give 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, in particular, any aspects which the student may have failed;
  - (c) Workload that s/he will carry, should the concession be granted;
  - (d) The consequence of refusing the application; and,
  - (e) Remaining time necessary to finish the degree.
- **Personal Considerations:** Personal circumstances that might explain the poor academic performance of the student.