



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:** A/Prof Jameelah Omar
 - **Deputy Dean Postgraduate Studies:** A/Prof Kelley Moulton
- Send your completed application and supporting documents to:
 - **UG:** deputydean.law@uct.ac.za
 - **PG:** 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**)
- Applications for concessions affecting the **first** semester must be submitted by no later than the **end of the first week of the first term**.
- Applications for concessions affecting the **second** semester must be submitted by no later than the **end of the first week of the third term**.
- Late and incomplete applications **will not be considered**.

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) code and name for which concession is required	
Course code and name	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	No
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 (A, B and C) of the Application for Concession form.	1) Complete all sections (A, B and C) 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, A/Prof Jameelah Omar	3) This application will be considered by the Deputy Dean: Postgraduate Studies, A/Prof Kelley Moulton.
4) Send your completed application and supporting documents to: deputydean.law@uct.ac.za	4) Send your completed application and supporting documents to: LawPGDD@uct.ac.za
5) Please use the following standard email subject line: Prefix UG together with your student number and the word " Concession ". (Example: UG SMTJON123 Concession)	5) Please use the following standard email subject line: Prefix PG together with your student number and the word " Concession ". (Example: PG SMTJON123 Concession)

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 they 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.