

FACULTY OF HUMANITIES: UNDERGRADUATE OFFICE
APPLICATION FOR ACADEMIC CONCESSION

A. TO BE COMPLETED BY STUDENT (see reverse for procedure to be followed)

Name: _____ Student number: _____

Term address: _____

E-mail: _____

Telephone: _____ Date: _____

Current degree / programme: _____

1. Nature of concession: deviation from curriculum (alteration to programme or major requirement.)
 fifth course in a semester
 other

NB please note that timetable clash and course pre-requisite waiver concessions require a DIFFERENT FORM.

2. Course(s) for which concession is required: _____

3. Full description of curriculum problem which requires concession:

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

Signed: _____

B. TO BE COMPLETED BY HEAD OF DEPARTMENT or PROGRAMME CONVENOR (NOT by course convenor)

- I **SUPPORT** the student's application for concession. I **DO NOT SUPPORT** the student's application for concession.

Motivation for above decision:

Name: _____ Signed: _____ Date: _____

C: TO BE COMPLETED BY FACULTY:

Approval: Dean _____ Date: _____

Captured: Faculty Office _____ Date: _____

NB Dean's approval is NOT required for registration purposes: this form may be submitted together with a registration or change of curriculum form with only the HoDs signature necessary.

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.
- Written 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 and/or Programme Convenor.
- 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 s/he 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. Have **Section B** of the the form completed and signed by the relevant Head of Department or course convenor. Please note there are slightly different procedures for different kinds of concession: you need the following signatures in the following circumstances:

PROGRAMME CONVENOR: Programme students requesting to substitute or omit courses from the list of required courses for a particular programme.

HEAD OF DEPARTMENT:

- Programme students OR general degree students who need to be excused a course prerequisite or permitted concurrent registration. (NB in the case of prerequisites for language courses, the HoD may delegate this signing power to the head of the relevant language section).
- General degree students who need permission to deviate from the courses prescribed for a major.

TWO HEADS OF DEPARTMENT: Students who need departmental permission to register for courses which are scheduled for the same timetable slot must obtain signatures from the heads of **both departments concerned**.

COURSE CONVENOR: A course convenor's signature is **never acceptable** on a concession form.

You should also note that the HoD's or programme convenor's signature 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.

3. **The HoD's signature on the form is enough for registration or change of curriculum**: show it to your advisor to demonstrate that you have been given permission to register for this course. You do NOT need Dean's approval for registration or change of curriculum purposes UNLESS you are asking for a timetable clash concession. HAND IN the concession form with your reg /change of curriculum form, and it will be countersigned by the Deputy Dean in the faculty office.