

FACULTY OF HUMANITIES: UNDERGRADUATE OFFICE
APPLICATION FOR ACADEMIC CONCESSION: TIMETABLE CLASH

A: STUDENT DETAILS:

Name: _____ Student number: _____

E-mail: _____

Telephone: _____ Date: _____

Current degree / programme: _____

Motivation for clash request:

B: COURSE DETAILS and HOD approval:

COURSE 1	COURSE 2
DEPARTMENT:	DEPARTMENT:
COURSE CODE & TITLE:	COURSE CODE & TITLE:
TIMETABLE SLOT:	TIMETABLE SLOT:
DAYS OF LECTURES: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI	DAYS OF LECTURES: <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI
<p>HEAD of DEPARTMENT DECLARATION:</p> <p><input type="checkbox"/> I SUPPORT 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.</p> <p><input type="checkbox"/> I DO NOT SUPPORT the student's application for concession.</p> <p>Motivation for above decision:</p>	<p>HEAD of DEPARTMENT DECLARATION:</p> <p><input type="checkbox"/> I SUPPORT 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.</p> <p><input type="checkbox"/> I DO NOT SUPPORT the student's application for concession.</p> <p>Motivation for above decision:</p>
Name:	Name:
Signed:	Signed:
Date:	Date:

C: DEPUTY DEAN APPROVAL (must be obtained before advisor may sign off on registration for clashing courses)

Approval: Dean _____

Date: _____

Captured: Faculty Office _____

Date: _____

FACULTY OF HUMANITIES

APPLICATION FOR ACADEMIC CONCESSION: TIMETABLE CLASH

Students are generally not permitted to register for courses in the same timetable slot. The Faculty of Humanities allows for exceptions to be made to the curriculum rules in individual cases on application. 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.
- Requests for permission to register for conflicting courses **MUST** be supported by the Heads of Department of **BOTH** subjects concerned.
- 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) Possible alternative curriculum choices;
 - (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.

WHAT YOU NEED TO DO

1. Complete **Section A** of the concession form in full, being certain to detail the particular reason which make it necessary for you to do these particular courses.
2. Complete the course information blocks in **Section B**, making sure you have properly researched the details of the timetable (days of the week for lectures in each course).
3. Have the HoD Declaration section of the form completed and signed by **BOTH** relevant Heads of Department. Please note that 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.

4. Submit the form to undergrad reception for signature by the Deputy Dean. 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** sign you up for clashing courses without the Deputy Dean's countersignature. During registration and change of curriculum the Deputy Dean checks and clears concession forms on a daily basis, so you should be able to collect your signed form from Humanities reception 24 hours after you have submitted it.