



LAW03 – Application for Exemption

Note

- Please note that this form is applicable to undergraduate students only (i.e. Undergraduate and graduate LLB students).
- 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 Deputy Dean Undergraduate Studies: Dr Kathy Idensohn
- Please ensure that you submit the request **within 5 days** of missing your deadline / test.
- Send your completed application and supporting documents to: deputydean.law@uct.ac.za
- Please use the following standard email subject line: Prefix **UG** together with your **student number** and the word "**Exemption**". (Example subject line: **UG SMTJON123 Exemption**)

A. Student Details

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

B. Exemption Details

Exemption Type			Course Code	Due Date	Work submitted		Description / Tutor Name
Class Test	Essay / Assignment	Other			Yes	No	

Motivation from student (supporting documentation to be attached)

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C. Student Declaration

I declare that the above information is correct in all respects

Signature		Date	
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Faculty Office Use Only

Faculty Office Use Only		Exemption Granted	Yes		No	
Deputy Dean	Signature		Date			
Captured: Faculty Office	Signature		Date			

Exemption procedure for assessments: (including class tests, essays and assignments)

- All applications for exemptions will be considered on their merits.
- Exemptions will only be allowed in exceptional circumstances.
- Written application must be made, by completing all sections of this form and attaching supporting documentation.

Requirements

- 1) Complete all sections (**A, B and C**) of the **LAW03 - Application for Exemption** form.
- 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
- 4) Please ensure that you submit the request **within 5 days** of missing your deadline / test.
- 5) Send your completed application and supporting documents to: deputydean.law@uct.ac.za
- 6) Please use the following standard email subject line: Prefix **UG** together with your **student number** and the word "**Exemption**". (Example: **UG SMTJON123 Exemption**)