

PRINCIPLES/SOP FOR ASSESSING APPLICATIONS FOR A CONCESSION TO MISS CLASSES / ACADEMIC ACTIVITIES FROM PG STUDENTS IN FHS PROGRAMMES

FHS033

Note: The FHS033 form is intended for an application not longer than 10 consecutive academic days.

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Principles

1. Issue:

- 1.1. A student who does not meet one or more Due Performance (DP) requirements of a course is denied access to the course examination/s in any of the Health and Rehabilitation Sciences or MBChB programmes. A fail result is recorded, and the student must repeat the course. A student unable to write an examination must apply for a deferment to the central Deferred Examinations Committee.
- 1.2. There are instances where an otherwise well-performing student may risk missing one or more DP requirement/s either due to circumstances beyond the student's control (e.g. a death in the family, a car accident, etc.); or other exceptional circumstances (e.g. when representing the university or country in an event): It would be unacceptable for such a student to fail the course and then repeat it, given the cost, and given the fail result on a student's academic record. In some cases, students would if required to repeat the course, extend their studies and lose sponsorship for their studies as a result.

2. The purpose is:

- 2.1. That every attempt be made to assist Faculty of Health Sciences students in Health and Rehabilitation Sciences and MBChB programmes who have been unable to meet their DP requirements *due to circumstances beyond their control or in other exceptional circumstances and for reasons deemed legitimate in terms of this policy* to do so without being unduly penalised.
- 2.2. That, where an application for a concession is approved, arrangements will be made so that the student:
 - (a) will not fail the course (even if the student is unable to write the course exam after not being able to complete the DP); and
 - (b) will be assisted to make up the lost time/DP as far as this is possible without having to extend the formal training time for the programme.

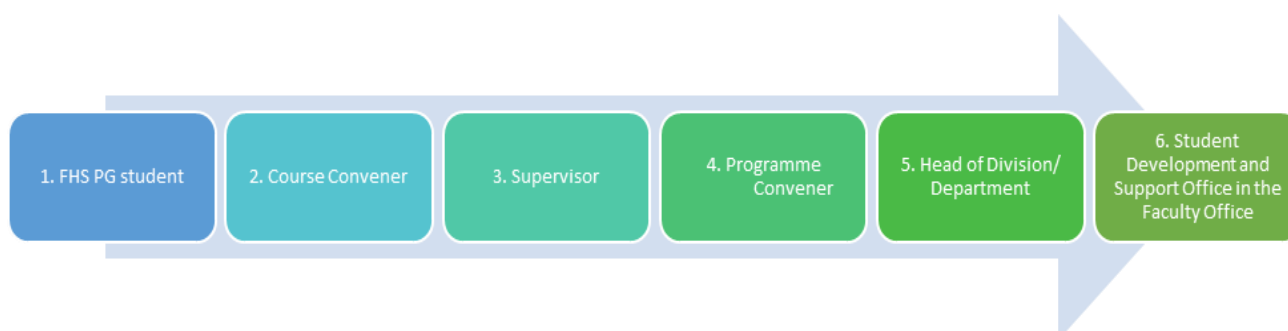
3. Recommended principles:

- 3.1. All applications must be treated consistently across courses and years of study. All appeals are therefore to be considered by the academic staff (see below) to ensure consistency across courses in all programmes and years of study. Individual course conveners can recommend but not decide on a concession.
- 3.2. It is the student's responsibility to ensure that they meet the DP requirements for a course. If students realize that they cannot meet the DP, and they believe that they have a valid reason for not being able to meet the DP, they must apply for a concession immediately, as soon as the problem manifests.
- 3.3. The application will as far as possible be considered and a decision taken within four working days after it has been received, and a decision taken about whether any special arrangements can be made to accommodate the students (e.g., to see if time missed can be made up elsewhere without students extending their period of study).
- 3.4. In the case of a missed examination, the principles that govern the award of deferred examinations (by the central Deferred Examinations Committee) shall guide the staff/committee responsible for considering the deferred examination application. See rule G28.1 in the General Rules and Policies Handbook of the current academic year (<https://forms.uct.ac.za/studentadmin/aca44.pdf>).

The key principles are as follows:

- (a) A concession can be approved only based on sound medical or compassionate grounds. Such reasons may include illness, a recurring medical complaint, a history of illness, or a physical or psychosocial disability.
 - (b) A recurring medical complaint or a history of illness or a physical or psychosocial disability will be considered possible grounds for a concession only **if the student has reported the complaint, the history of the disability to the Student Wellness Service or a healthcare practitioner of the student's choice at least three weeks before the application for a concession has been submitted, and a documented effort has been made to avert a recurrence of the complaint or illness or overcome the disability** (<https://forms.uct.ac.za/studentadmin/aca44a.pdf>).
 - (c) The production of a medical certificate will not necessarily be sufficient to secure approval of an application for a concession.
 - (d) The serious illness or death of an **immediate** relative **may be** accepted as a good cause.
 - (e) **Students must submit documentary evidence in support of their applications to prove that circumstances were beyond their control.**
 - (f) Any pattern of poor attendance across courses and the student's academic performance to date may be considered in deciding on an application.
 - (g) The Student Development & Support Office (SDSO) will track progress and do follow-ups where required.
- 3.5. Students may be advised to apply for medical leave of absence if there is a pattern of continual absence for medical reasons and should be referred to the SDSO for further guidance.
 - 3.6. All finalized application will be accessible on PeopleSoft Self-service under Service Request tile.

SOP/process



Role	Steps
FHS PG Student	1. As soon as the problem preventing the achievement of DP manifests, the student : <ul style="list-style-type: none"> – Completes Section A of the FHS033 application form, – Attaches the documentary evidence e.g., medical note – Submits the completed FHS033 and documentary evidence as supporting documentation on the PeopleSoft Self-service tile.
Course Convener	2. SDSO ensures the application form has been filled out correctly and all supporting documents have been added. 3. Within 24 working hours of receipt of the full application i.e., fully completed FHS033 and submitted together with documentary evidence: (as far as possible), the Course Convener : <ul style="list-style-type: none"> – Review the completed FHS033 form and supporting evidence/documentation. – Completes Section B of the FHS033 application form, indicating recommendations and stating conditions/requirements (where applicable) for the student to adhere to). – Reassigns and sends the Service Request to the relevant Supervisor for further consideration, recommendations, and signature. Note: sending of the Service Request can also be done by the relevant administrator.
Supervisor	3. Within 24 working hours of receipt of the completed FHS033 and documentary evidence (as far as possible), the Supervisor : <ul style="list-style-type: none"> – If necessary, consult with the Course Convener (e.g., to get clarity about whether the application is recommended and if the proposed concession arrangements will enable the student to still complete their studies in the minimum formal time). – Completes Section C of the FHS033 application form, stating conditions/requirements (where applicable) for the student to adhere to. – Re-assigns and sends the Service Request to the relevant Programme Convener for further consideration, recommendations and signature Note: sending of the Service Request can also be done by the relevant administrator.



Programme Convener	<p>4. Within 24 working hours of receipt of the completed FHS033 and documentary evidence (as far as possible) the Programme Convener:</p> <ul style="list-style-type: none">– If necessary, consult with the Supervisor Convener (e.g., to get clarity about whether, if the application is approved - the proposed concession arrangements will enable the student still to complete the studies in the minimum formal time).– Completes Section C of the FHS033 application form, stating conditions/requirements (where applicable) for the student to adhere to.– Reassigns and sends the Service Request to the relevant Head of Department for further consideration, recommendations and signature. Note: sending of the Service Request can also be done by the relevant administrator.
Head of Division/ Department	<p>6. Within 24 working hours of receipt of the completed FHS033 and documentary evidence, the Head of Division/Department:</p> <ul style="list-style-type: none">– If necessary, consult with the Programme Convener (e.g., to get clarity about whether, if the application is approved - the proposed concession arrangements will enable the student still to complete the studies in the minimum formal time).– Completes Section C, and states conditions/requirements (where applicable) for the student to adhere to.– Signs and sends the final completed Service Request to the student and SDSO. Note: sending of the Service Request will be done by the relevant administrator).
Student Development & Support Office in the Faculty Office	<p>6. On receipt of the completed FHS033 and documentary evidence, the SDSO:</p> <ul style="list-style-type: none">– Diarises any follow-up required (e.g., meeting/contact with the student to establish required support and facilitate referrals for support).