



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: A/Prof 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**)
- **Late and incomplete applications will not be considered.**

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 and Course Name	Due Date	Work submitted		Description/ Tutor Name
Class Test	Essay/ Assignment	Other			Yes	No	
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			Exemption Granted		Yes	No
Approval: 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, A/Prof 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**).