

UNIVERSITEIT VAN PRETORIA / UNIVERSITY OF PRETORIA
FAKULTEIT/FACULTY: EKONOMIESE EN BESTUURSWETENSKAPPE / OF ECONOMIC AND MANAGEMENT SCIENCES

AANSOEK OM 'N SPESIALE EKSAMEN(S) IN JANUARIE / APPLICATION FOR SPECIAL EXAMINATION(S) IN JANUARY
(Hierdie aansoek moet nie later nie as die eerste week in Januarie die opvolgende jaar aan die Dekaan voorgelê word)
(This application should be submitted to the Dean no later than the first week in January in the following year.)

1. Studentenommer / Student number: _____ Tel. Nr / No: _____
2. Mnr/Mev/Mej: _____
Mr/Mrs/Miss: _____
3. Graadprogram (bv BCom(Bemarkingsbestuur)) / Degree program (e.g. BCom (Marketing Management)): _____
4. Posadres (vir doeleindes van hierdie aansoek) / Postal address (for the purpose of this application) _____
Kode / Code: _____

Nota: In die Regulasies en Leerplanne van die Fakulteit / **Note:** In the Regulations and syllabuses of the Faculty:

(Raadpleeg Algemene Regulasie G.12 par. 6.1)

'n Student vir BCom- of BAdmin-gradprogram wat, met uitsondering van hoogstens twee modules van 14 weke elk, of die ekwivalente daarvan, aan al die vereistes vir die graad voldoen, kan toegelaat word om aan die einde van die daaropvolgende semester, of op 'n vroeër tydstop, 'n spesiale eksamen daarin af te lê, met die voorwaarde dat hy/sy toelating tot die eksamen verkry het.

(Consult General Regulation G.12 par. 6.1)

A student registered for the BCom or BAdmin degree programme and who complies with all the requirements for the degree, with the exception of a maximum of two 14-week modules, or the equivalent, may be admitted to a special examination in the course(s) concerned at the end of the following semester or earlier, provided he/she was admitted to write the examination."

As 'n spesiale vergunning sal die **Dekaan** oorweeg om studente wat na aflegging van hul November-eksamens hoogstens twee modules van 14 weke elk, of die ekwivalente daarvan van die eerste semester modules uitstaande het, toe te laat om voor die einde van Januarie eksamen daarin af te lê.

*As a special concession, the **Dean** may consider permitting students who require a maximum of two 14-week modules, or the equivalent for the first semester modules after they have completed their November examinations to write an examination in such a course before the end of January.*

5. Ek verklaar dat ondervermelde modules die enigste is wat ek nog benodig om aan graadvereistes te voldoen.
I declare that the courses listed below are the only courses I still require to meet the requirements for a degree.
6. Ek doen hiermee in terme van bovermelde regulasie aansoek om toegelaat te word om spesiale eksamen(s) in ondervermelde module(s) af te lê, soos volg:
In terms of the above regulation, I hereby wish to apply for permission to sit for a special examination(s) in the course(s) listed below:

Module(s) / Course(s) (Bv. Ondernemingsbestuur 310) (E.g. Business Economics 310)	Kode / Code (Bv. OBS 310) (E.g. OBS 310)	Semester- en finalepunt behaal (Bv. 44%) Semester and final mark obtained (E.g. 44%)		Beoogde Eksamenperiode Proposed examination period
(1)		%	%	Januarie January
(2)		%	%	

Appl;ikant/Applicant: _____

Datum/Date: _____

Dosent/Lecturer: _____

Datum/Date: _____

7. **Beslissing van Dekaan / Decision of Dean:** _____

Dekaan/Dean: _____

Datum/Date: _____

PROSEDUREREËLINGS

1. Aansoeke om spesiale eksamen(s) in terme van die regulasie op die keersy vermeld moet so gou doenlik nadat die November-uitslae bekend gemaak is, maar nie later nie as 1 Desember, aan die Dekaan vir oorweging voorgelê word.
2. **LW** 'n Fotokopie van die voorkant van hierdie vorm, waarop die Dekaan se goedkeuring verskyn, moet onmiddellik daarna by die Fakulteit se Studenteadministrasie ingedien word, sodat studente betyds as potensiële finaliste geïdentifiseer kan word. Indien 'n student versuim om dit te doen kan geen versekering gegee word dat sy graad wel by die April-plegtigheid toegeken sal kan word nie.
3. Nadat die Fakulteit se Studenteadministrasie in kennis gestel is moet hierdie vorm onverwyld aan die betrokke departementshoof voorgelê word sodat hy/sy betyds, voor afsluiting van die akademiese jaar aan die einde van die eerste week in Desember, kan reël dat 'n vraestel opgestel word.
4. 'n Eksamendatum, plek en tyd moet terselfdertyd deur die student met die betrokke dosent of departementshoof gereël word.

PROCEDURAL ARRANGEMENTS

1. *Applications for special examinations in terms of the regulation on the back of this page should be submitted for consideration to the Dean as soon as possible after the November examination results have been made available, but not later than 1 December.*
2. **N.B.** *A photocopy of the front of this form on which the Dean's approval has been entered must be submitted to Faculty's Student Administration immediately so that students may be identified as potential finalists in time. If a student fails to do so, there is no guarantee that he or she will be awarded a degree at the April graduation ceremony.*
3. *Once Student Administration has been informed, this form should be submitted to the head of department concerned without delay so that he/she will be able to arrange for a examination paper to be set up before the academic year closes at the end of the first week in December.*
4. *At the same time, candidates should make final arrangements with the lecturer or head of department concerned for an examination date, place and time.*