



**FACULTY OF NATURAL AND AGRICULTURAL SCIENCES**

**APPLICATION FOR SPECIAL EXAMINATION(S) IN JANUARY**

*(This application should be submitted to the faculty no later than 15 December).*

**NOTICE TO HEADS OF DEPARTMENTS AND LECTURERS**

- Examinations must please be finalised before **28 January**.
- The marks must reach this office before **30 January** on a letterhead with the signature of the lecturer and Head of Department.

1. Student number: \_\_\_\_\_
2. Name & Surname: \_\_\_\_\_
3. Contact no: \_\_\_\_\_
4. Degree program: \_\_\_\_\_
5. Email address (for the purpose of this application)  
\_\_\_\_\_

**Note**

**In the Regulations and syllabuses of the Faculty**

Please take note of regulation G12.6 in the General Regulations and Rules, which states that a student who requires a maximum of 36 credits to comply with degree requirements, may be admitted by the Dean on the recommendation of the Head of Department, to special examinations in courses he has failed, if this will enable him to comply with all the degree requirements. A student who has obtained a final mark of less than 40% in any one of the relevant courses, or who has previously been admitted to special examination, does not qualify for this concession.

6. I declare that the courses listed below are the only courses I still require to meet the requirements for a degree.
7. In terms of the above regulation, I hereby apply for permission to sit for a special examination(s) in the course(s) listed below:
- 8.

Module(s)   Course(s) <i>eg. Calculus 114</i>	Code <i>eg. WTW 114</i>
(1)	
(2)	
(3)	
(4)	

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Lecturer: \_\_\_\_\_ Date: \_\_\_\_\_

9. Decision of Dean: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### **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 an 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.*