SOP: A Concession to Miss Classes/Academic Activities (CMC)

DEFINITION:

A student requires a limited period of absence (2 days – 2 weeks depending on the length of the course/s) and can make up the time /activities missed within the remaining course/block time. For any period longer than this, a leave of absence application should be considered.

ISSUE:

A student who does not meet one or more Due Performance requirements of a course is denied access to the course examination/s in any of the Health and Rehabilitation or MBChB programme. A fail result is recorded and the student must repeat the course. (A student who is unable to write an examination must apply for a deferment to the central Deferred Examinations Committee.)

There are instances where 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 where 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.

DECISION:

That every attempt be made to assist Faculty of Health Sciences students in Health and Rehabilitation and MBChB programmes who have been unable to meet their DP requirements *due to circumstances beyond their control or in other exceptional circumstances (including global disruptions, e.g., protest action on or around campus or in the communities where students are participating or prevented from accessing activities/learning and training platform; natural disasters)and for reasons deemed legitimate in terms of this policy* to do so without being unduly penalised.

That, where an application for a concession is approved, arrangements will be made so that the student:
(a) in the MBChB programme, will not have a fail code registered against the course while awaiting the opportunity to complete the DP Requirements or sit the course exam;
(b) if in Health and Rehabilitation Sciences programmes, will be provided reasonable other opportunities to meet the course DP requirements and obtain a course grade and

(c) will be assisted to make up for the lost time/DP without having to extend the formal training time for the degree.

PRINCIPLES:

It is vital that all applications are treated consistently across courses and across years of study. Any request for review of the outcome/decision is therefore to be considered by the same group of academic staff (see below) to ensure consistency across courses in all programmes and years of study. Individual course conveners can recommend but not decide a concession.

It is students' responsibility to ensure that they meet the DP requirements for a course. If students realise 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, but **not later than 7 days** after the problem has manifested.

The application will as far as possible be considered and a decision taken within three 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).

The principles that govern the award of deferred examinations (by the central Deferred Examinations Committee) shall guide the staff responsible for considering the application. (See rule G28.1 – G28.3 in the General Rules and Policies Handbook). Key to these principles are the following:

(a)A concession can be approved only the basis of sound medical or compassionate grounds. Such reasons may include illness, or a recurring medical complaint, or a history of illness, or an acute physical disability or religious reasons. Students must submit documentary evidence in support of their applications to prove that circumstances were beyond their control except in the event where a global disruption is common knowledge.
(b) A recurring medical complaint or a history of illness or a physical disability will be considered possible grounds for a concession only if the student has reported the complaint, the history or the disability to the Student Wellness Services 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.
(c)The production of a medical certificate will not necessarily be sufficient to secure approval of an application for a concession.
[Note: Where a course exam is missed, a student must apply to the Deferred Exams Committee for a deferred exam via the UCT exam website.]
(d) Serious illness or bereavement may be accepted as good cause.
(e) Any pattern of poor attendance across courses and the student's academic performance to date may be considered in deciding on an application.

(f) Students who may qualify for leave of absence based on medical grounds must be referred to the Faculty Manager All finalised applications with documentary evidence will be kept record at the Student Development and Support Office. The Student Development and Support Office will track progress and do follow-up where required

SOP:

STEP 1:

Student completes Section A of application form, attaches documentary evidence, submits to Course Convener (and, if applicable, to the course convener of each course affected by the student's missed attendance) as soon as the problem preventing achievement of DP manifests.

STEP 2:

Within 24 working hours (as far as possible), the Course Convener/s then completes Section B with conditions if approved or reason/s if not approved (this can first be discussed with the HoD or HoDivision or their nominee), and submits form to Year Convener

STEP 3:

Within 24 working hours (as far as possible) the Year Convener

(a) Consults with the course convener/s if necessary (e.g.to get clarity about whether - if application is approved - the proposed concession arrangements will enable the students still to complete the studies in the minimum formal time.

(b) Completes Section C, giving conditions / requirements (if approved) for the student to adhere to

(c) Scans and sends the document to the relevant UG Programme Convener for the final decision and signature (this can also be done by the relevant administrator)

STEP 4:

Within 24 working hours (as far as possible) the relevant Programme Administrator (or UG Programme Convener

(a) Scans and sends the final completed document to the student and Year and Course Conveners

(b) Submits all documents with the final decision to the Student Development and Support Office administration.

STEP 5

Student Development and Support Office administration

(a) diarises any follow-up required (e.g., obtain final mark after a future course)

(b) maintains a record all documentation