

M E M O R A N D U M

TO: Students in the Faculty of Arts and Social Sciences
FROM: Ms MC Loxton (Faculty Secretary of Arts and Social Sciences)
RE: **Dean's Concession Examination**
DATE: 2017/2018

The policy of the Faculty of Arts and Social Sciences with regard to a Dean's Concession Examination appears in the Calendar, Part 4:

INTERNAL RULES FOR DEAN'S CONCESSION EXAMINATIONS

The Dean may grant a Dean's Concession Examination (written or oral) to a final year student if the student needs half (or less) of a subject for which he or she is registered in that year at first, second, third or fourth year level (up to a maximum of 24 credits) for obtaining a degree, diploma or certificate.

The regulation regarding Dean's Concession Examinations is applied as follows. In the case of:

- *an examination subject, an examination mark must have been obtained in the relevant modules during the academic year in question;*
- *a module assessed by continuous assessment or where the class mark counts as the final mark, a final mark of 40% must have been obtained during the academic year in question;*
- *a year subject, the credits must not exceed half of a first, second, third or fourth year level (up to a maximum of 24 credits). [In other words, 12 credits at first year level, 16 at second and 24 at third and fourth.]*

If the equivalent of the "half subject" is spread across different years (and subjects), the Dean may grant the concession at his discretion, on the understanding that the maximum number of examination papers/assessment opportunities in this case does not exceed two (e.g. Sociology 212 (8) and Political Science 354 (12)).

In order to qualify for the Dean's Concession Examination, the subject must have been taken during the student's final academic year and failed during one of the two examination opportunities. A Dean's Concession Examination will not be granted if the student did not qualify for admission to the examination. If the student passes the Dean's Concession Examination(s), a final mark of a maximum of 50% may be awarded.

All students in a degree programme in the Faculty of Arts and Social Sciences are subject to the Dean's Concession Policy of this Faculty, irrespective of the fact that the subject which is needed for degree purposes falls under the aegis of another faculty.

The following modules are excluded from the Dean's Concession Examination:

Department of Drama

Theatre Skills 378 and 388

Department of Music

Higher Certificate in Music

Orchestral Practice 191

Practical Music Study A 111 and 121

Diploma in Music

General Music Studies 191

Music Education 171

Orchestral Practice (all modules)

Practical Music Study A (all modules)

Practical Music Study S 221 and 261

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Service learning 496

Composition 379 and 479

Music Education 178

Music technology 379 and 479

Orchestral Practice (all modules)

Practical Music Study A (all modules)

Practical Music Study E 196 and 296

Practical Music Study S (all modules)

RepertoireStuds 389

Department of Visual Arts

All year modules are excluded from the Dean's Concession Examination. Only the semester modules of Elementary Photography and Supportive Techniques may be considered for a Dean's Concession Examination.

Please note that an amount per module is payable when a dean's concession examination is granted. The amount must be paid at the cashiers in Block A of the Central Administration Building as soon as possible. The fee will be automatically charged to your account.

Dean's Concession Examination(s) for modules presented in the Faculty of Arts and Social Sciences:

Information about students who meet the requirements for these examinations will be forwarded to the respective departments on or about **25 January 2018**. If you do qualify for the concession examination(s), the relevant department will contact you directly by the end of January 2018 / beginning February 2018 to give you all the information in respect of the upcoming examination(s). **Please do not contact the Department at this stage – they will, as explained above.**

Dean's Concession Examination for a module presented in the Faculty of Economic and Management Sciences:

Should the module which you are required to write as a Dean's Concession Examination, fall under the Faculty of Economic and Management Sciences, please **go to their website for information** regarding the examination dates and times.

If you failed two modules presented in the Faculty of Economic and Management Sciences, you will, unfortunately, not qualify for a Dean's Concession Examination. The reason for this limit is that the examinations for all modules of the Dean's Concession Examination in that Faculty are written on one day and in one time slot.

Dean's Concession Examination for modules presented in both the Faculty of Arts and Social Sciences and the Faculty of Economic and Management Sciences:

If you failed two modules, one of which is presented in the Faculty of Arts and Social Sciences and the other in the Faculty of Economic and Management Sciences, you may qualify for the dean's Concession Examination, depending on the DCE policy.

In the case of the **Faculty of Arts and Social Sciences**, the **department concerned will contact you directly** to make the necessary arrangements for taking the dean's concession examination.

For dean's concession examinations with regard to a module in the **Faculty of Economic and Management Sciences**, please **consult this faculty's web site**.