

Guidelines for student fee remission for postgraduate students if the examination process is delayed.

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| For attention | Departmental chairpersons, supervisors of all postgraduate students studying for a research Masters or PhD in one of the Faculty of Science departments, MSc or PhD students |
| Owner | The Dean, Faculty of Science |
| Purpose | To ensure clear and fair deadlines for the remission of study fees if the student examination result is finalized before year end. |
| Date of implementation | 1 January 2009 |
| Date of revision | 16 January 2024 |
| Approved by | Faculty Management Committee |

Please note: The abovementioned student fee remission only applies to postgraduate students studying in one of the eight Faculty of Science Departments, thus: Biochemistry, Botany and Zoology, Chemistry and Polymer Sciences, Earth Sciences, Mathematical Sciences, Microbiology, Physics and Physiological Sciences

Students, supervisors and examiners are reminded to adhere to deadlines, as communicated annually in MSc and PhD documentation and available on the web at <http://science.sun.ac.za/index.php?alias=staff&calias=staff103&lang=eng>. The responsibility lies with supervisors and postgraduate students to acquaint themselves timeously with the relevant deadlines, which are set to provide examiners with adequate time to complete the examination process.

If, however, valid reasons exist for the late completion of the examination process and this result in students not obtaining their degrees at the March graduation ceremony,

the **supervisors and departmental chairpersons** may request the Dean for the partial remission of the students' tuition fees. Such requests should be submitted to the Dean in writing on receipt of the original examination documentation from all the examiners. The Dean then confirms these partial remissions, and the Faculty Director conveys the request to the Student Fees Division.

The following scenarios serve as guidelines:

1. Students who graduate in March are not required to reregister for that year irrespective of when they handed in their theses or dissertations. Students who submit their theses or dissertations **by the deadline** but where problems arose resulting in the theses or dissertations not being sent to the examiner(s) in time OR whose examiner(s) did not adhere to the return dates, resulting in the examination process not being completed in time for the March graduation ceremony through no fault of the student **are required to register for an additional year** but will be **exempt from paying** tuition fees.
2. Students who handed in their theses or dissertations **after the deadline** for the March graduation and miss the graduation ceremony, **pay only 25% of the tuition fee**, provided that the examination result is finalized within the **first term** of the academic year.
3. Students who submit their theses or dissertations **after the deadline** for the submission of theses and dissertations but early enough for the examination result to be finalized within the **first semester** and who would therefore obtain their degrees at the end of that year during the December graduation ceremony, **will pay only 50%**.
4. Students who submit their theses or dissertations during the **second semester** (after June) are liable for the **full tuition fee**, since examination will be finalized only at the end of that year.