

FACULTY OF SOCIAL AND BEHAVIOURAL SCIENCES
REGULATIONS GOVERNING REGISTRATION FOR AND WITHDRAWAL FROM EXAMINATIONS

1. Entitlement to take examinations

- 1.1. To be admitted to an examination, a student must meet the entry requirements for that examination (see Section 4.2. of the Course and Examination Regulations). If a student takes an examination without having been admitted, the examination will not be assessed and there will be no result. The examination opportunity is deemed to have been taken.

2. Registration for examinations

- 2.1. For every examination to be taken, students must register in uSis within the registration period.
- 2.2. The registration period for an examination extends from 100 calendar days before the date of the examination to 10 calendar days before the date of the examination.
- 2.3. To be entitled to take the examination, a student must have registered for the examination within the registration period. If a student takes an examination without having registered on time, the examination will not be assessed and there will be no result. The examination opportunity is deemed to have been taken.
- 2.4. If a student is unable to register for an examination through uSis, or encounters problems in registering through uSis, he or she should contact the Student Services Centre, either in person or by email, *before* the end of the registration period.
- 2.5. Registration for the examination is not valid and definite until the registration is listed under 'My Class Schedule' in uSis.

3. Withdrawal from an examination

- 3.1. A student who has registered for an examination may withdraw from that examination through uSis until 10 calendar days before the date of the examination.
- 3.2. The withdrawal only becomes valid and definite once the registration is no longer listed under 'My Class Schedule' in uSis.
- 3.3. If a student does not withdraw within the appointed period and does not take the examination, the examination opportunity is deemed to have been taken (in accordance with Section 4.5.5. of the Rules and Directives of the Board of Examiners).
- 3.4. If a student is unable to withdraw from an examination through uSis, or encounters problems in withdrawing through uSis, he or she should contact the Student Services Centre, either in person or by email, *before* the end of the registration period.

4. Special provisions for examinations on the grounds of a disability

- 4.1. Any student who, with the permission of the Board of Examiners, has been placed on the special provisions list by the study adviser, is entitled to make use of the designated provision during the examination in question, provided he or she has registered for the examination within the registration period.

- 4.2. If a student who has been placed on the provisions list registers for an examination within the registration period, the provision will be made by the Student Services Centre and the student is expected to take the examination in the examination hall in which this provision is available.
- 4.3. If a student as referred to in Section 4.1. above does not wish to make use of the provision for a given examination, he or she should state this in an email to the Student Services Centre, *before* the end of the registration period.
- 4.4. If a student no longer wishes to claim the provision on the grounds of a disability, he or she should contact the study adviser and request to be removed from the provisions list.

5. Final clauses

- 5.1. In accordance with Section 4.5.5. of the Rules and Directives of the Board of Examiners, the Board of Examiners may deviate from the above Sections governing registration for and withdrawal from examinations; this is only possible in response to a prior written and motivated request from the student.
- 5.2. The request as referred to in Section 5.1 must be in the possession of the competent Board of Examiners at least five working days in advance of the date of the examination.
- 5.3. The present regulations will enter into effect on 1 September 2014.

Approved by the Board of the Faculty of Social and Behavioural Sciences on 3 June 2014.