SIX-MONTH FEE WAIVER FOR STUDENTS whose research progress has been delayed by the lockdown

Council approved a concession for master's and PhD students whose research has been delayed because of lockdown.

The concession is in the form of a fee waiver, on motivation by supervisor and student, for a period of up to 6 months, as the final 6 months of registration. Where approved, this will be processed as a 'technical fee waiver'.

For delayed students expecting to submit at the end of 2020 or in the first semester of 2021, this fee waiver will be requested for 2021.

For students starting their master's or PhD studies in 2020, the fee waiver may be requested in 2022 (master's and PhD) or 2023/4 (PhD only).

While the fee waiver will only be processed retrospectively when the student submits, students may apply for approval in advance. Such advance approval will give students peace of mind that the fees will be waived when they finally submit their work for examination.

> will consider and inform the supervisor and student of the decision (by return of form).

> > The Faculty Manager or nominee checks the completeness of the form as well as the funding the student may have received. The forms are then sent to the Fees Office (with a copy to the Postgraduate Funding Office).

Final review process

When the student submits the thesis or dissertation for examination, the ACA54 form must be presented to the Faculty Manager or nominee for processing.

6-STEP PROCEDURE

NOTE: It must be clear that the lockdown delayed the research (no access to human subjects, lab, fieldwork, or that the supervisor was unavailable etc.)

Complete ACA54 form

The student must download the ACA54 form and ask their supervisor to complete the form and provide a motivation.

The form and motivation must be sent to the Deans' nominee for approval.

Submit form & motivation

The Deans' nominee

When you submit your thesis

UCT Fees Office processes the waiver

Initial review

process

