



**Tshwane University
of Technology**
We empower people

Student Services

APPLICATION FOR EXIT EXAMINATION

NOTE: An exit examination may be taken by a final year student who requires a maximum of one subject in order to obtain a diploma or degree.

STUDENT NUMBER ID NUMBER:

TITLE: INITIALS: SURNAME:

CELL NUMBER: E-MAIL ADDRESS:

COURSE NAME: COURSE CODE:

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SUBJECT NAME	SUBJECT CODE	PREDICATE MARK	AMOUNT
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ENTITY: B102

ACCOUNT NR: 0125

INSTRUCTIONS:

1. Proof of payment should be attached. (R192.00 per subject).
2. The application should be submitted to Student Services, at the faculty you are registered, on or before the closing date for applications as published in Part 1 of the University's current Prospectus, on your examination results, on the notice boards and on the TUT web page. No late applications will be accepted.
3. The exit examination will be conducted during the period published in Part 1 of the University's current Prospectus.
4. It is the responsibility of the applicant/student to confirm if the application was approved within 5 working days after the closing date for applications, and to obtain a personal examination timetable at Student Services two working days before the commencement of the exit examination.

I confirm that I received the rules and instructions with regard to the special examination and I confirm that I have familiarised myself with these instructions, as well as the rules in par. 4.1.16 of the University Prospectus. I have submitted the application form and will personally obtain the outcome at Student Services.

Student's Signature Date:

FOR OFFICIAL USE ONLY

APPROVED

YES

NO

COMMENT:

INITIALS AND SURNAME: DATE:

STAMP

DATA PRIVACY NOTICE

Tshwane University of Technology (TUT) is committed to safeguarding personal information in line with the requirements of the Protection of Personal Information Act No.4 of 2013 (POPIA). TUT confirms that any personal information collected in terms of this document shall be processed lawfully in compliance with POPIA. The University may, if necessary disclose your personal information to approved third parties or related agents to carry out its function(s) in accordance with the purpose for which the information is requested. Such disclosure shall always be subject to a written agreement concluded between the University and such a third party ("the recipient") obligating the recipient to comply with strict confidentiality and all the information security conditions and provisions as contained in the POPIA.

RULES AND INSTRUCTIONS FOR EXIT EXAMINATIONS

1. A student shall not be allowed a third opportunity to take an examination in a subject in a particular study period, whatever the reason may be and whether the student had made use of each opportunity or not.
2. In order to qualify for an exit examination, a student's registration should not have been interrupted.
3. A student may take an exit examination in a theoretical subject if he or she has been registered for that subject or module, in the preceding academic year in the case of a year subject, or in the preceding two (2) semesters in the case of a semester subject, and if such a subject or module, at the time of the publication of the final results is the only subject or module still needed to meet the requirements for obtaining the qualification, or if it is the only remaining theoretical subject or module in the list of set theoretical subjects and modules that the student should pass before he or she may continue with other set non-theoretical components of the curriculum, e.g. experiential learning, dissertations, etc., on condition that the student has not been granted permission to take a supplementary examination for that particular subject or module.
4. A student who does not take or does not complete a supplementary examination for any reason whatsoever, shall fail the relevant subject or module and does not qualify for an exit examination.
5. The student should have qualified for and written an examination in that specific subject during the specified preceding study period(s). The predicate mark obtained for admission to the main examination shall also apply to the exit examination.
6. The student shall take the exit examination at the TUT campus where he or she has been registered for the subject concerned.
7. If a student fails the exit examination, he or she should re-register for the subject or module and obtain a new predicate mark.
8. An exit examination shall be conducted and its marks calculated in the same manner as that for the main examination.
9. An application to take an exit examination should be submitted to Student Services before the closing date published with the examination results. Refer to the important dates published in Part 1 of the University Prospectus.
10. A student shall not be allowed to take an exit examination for continuous or practical assessment subjects or modules. (Refer to rules 4.1.16.1 in the University Prospectus, Part 1)

REGISTRAR