



STUDENTEVERSOEK / STUDENT'S REQUEST

FAKULTEIT NATUURWETENSKAPPE / FACULTY OF NATURAL SCIENCES

VOORLETTERS EN VAN / SURNAME AND INITIALS:								
UNIVERSITEITSNOMMER / UNIVERSITY NUMBER:								
HUIDIGE GRAAD / CURRENT DEGREE:								
KURRIKULUM / CURRICULUM:								
KONTAKNOMMER VAN / CONTACT NUMBER OF								
STUDENT:	OUER/ VOOG / PARENT/GUARDIAN:							

PROSEDURE WAT GEVOLG MOET WORD / PROCEDURE TO BE FOLLOWED

1. Voltooi asb alle inligting soos versoek. Versoek kan afgekeur word indien alle velde nie voltooi is nie
2. Die student stel die versoek, heg 'n akademiese verslag aan (beskikbaar by Akademiese Administrasie (AKA)) en neem dit na die fakulteitsbestuurder.
3. Indien van graad/kurrikulum verander, moet u ook aansoek doen om erkenning van modules soos geslaag onder vorige graad/kurrikulum. Module/kurrikulum-wysigingsvorm moet ingevul word indien van toepassing.
Let wel: Sekere kursusse op die Potchefstroom Kampus word slegs in Afrikaans aangebied. Maak dus seker dat indien u 'n kursus in Engels wil neem, dit wel in Engels aangebied word.
4. Die fakulteitsbestuurder hanteer die versoek vir goed-of afkeuring en die oorspronklike vorm gaan dan na AKA.
5. Die verantwoordelikheid rus op die student om 'n kopie van die ingevulde vorm te maak voor hy dit inhandig. GEEN kopie sal deur Akademiese Administrasie(AKA) gemaak word nie. Die student moet verseker dat die kopie 'n stempel van AKA toon, ter bevestiging dit by die regte toonbank en op tyd ingehandig is. Verder is dit die verantwoordelikheid van die student om te kontroleer of die versoek afgehandel is al dan nie. Indien nie, moet die student sy gestempelde kopie toon as bewys dat dit wel ingehandig is.
6. Dit bly elke student se verantwoordelikheid om seker te maak wat die finale besluit i.v.m. sy versoek is en om verdere reëlings met die betrokke dosent te bevestig indien van toepassing.
 1. Please complete all required information. Request may be denied if all fields have not been completed.
 2. The student states the request, attaches an academic record (available at Academic Administration (ACA)) and takes it to the faculty manager.
 3. When changing degree/curriculum, you must also apply for recognition of modules passed under the previous degree. Module/curriculum course amendment forms must be completed if applicable.Please note: Certain courses at the Potchefstroom Campus are presented exclusively in Afrikaans. If you wish to take a course in English, please ensure that it is offered in English.
 4. The faculty manager considers the request, approves or rejects it and the original request then goes to academic administration.
 5. It is the responsibility of the student to make a copy of the form before handing in the original at Academic Administration(ACA) (Please note that NO copies will be made by ACA) The copy must then be stamped by ACA as proof that the form has been handed in timely and at the correct counter. It is furthermore the responsibility of the student to ensure that the request has been finalized. If needed, the stamped copy must be shown as proof that the original had been handed in.
 6. It remains the student's responsibility to make sure of the final decision regarding his/her request and, where applicable, to confirm further arrangements with the lecturer concerned.

FAKULTEITSBESTUURDER / FACULTY MANAGER

FAKULTEIT NATUURWETENSKAPPE / FACULTY OF NATURAL SCIENCES

Mev Linda Grimbeek
Gebou G3 / Building G3
Kamer G01 / Room G01
Tel: 018 299 2304

VERSOEK EN MOTIVERING / REQUEST AND MOTIVATION

Moet deur student ingevul word / To be completed by student

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MODULE ERKENNINGS / RECOGNITION OF MODULES:

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**STUDENT IS SELF VERANTWOORDELIK OM DIE UITSLAG VAN HIERDIE VERSOEK PERSOONLIK TE KOM AFHAAL.
IT IS THE STUDENT'S OWN RESPONSIBILITY TO PERSONALLY ASCERTAIN WHAT THE DECISION OF THE REQUEST
WAS.**

HANDTEKENING VAN STUDENT / STUDENT'S SIGNATURE

DATUM / DATE:

AANBEVELING VAN VAKGROEPHOOF / RECOMMENDATION OF SUBJECT GROUP CHAIRMAN

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VAKGROEPHOOF/ SUBJECT GROUP HEAD:

DATUM / DATE:

**HIERDIE IS SLEGS 'N AANBEVELING EN NIE DIE FINALE BESLUIT NIE.
THIS IS ONLY A RECOMMENDATION AND NOT THE FINAL DECISION.**

FINALE BESLUIT / FINAL DECISION

VERSOEK GOEDGEKEUR / REQUEST APPROVED

VERSOEK AFGEKEUR / REQUEST REJECTED

MOTIVERING / MOTIVATION:

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FAKULTEITSBESTUURDER/ FACULTY MANAGER:

DATUM / DATE: _____ / _____ / 200_____

DEURGESTUUR NA AKADEMIESE ADMINISTRASIE OP: