

## How to apply

1. Please read the notes on page 3 before completing this form.  
(Your application cannot be approved if you do not meet the requirements for aegrotat consideration.)
2. Complete Section A on page 2 and Section C on page 4.
3. See a doctor or dentist while you are still unwell, so that an accurate diagnosis can be made for the medical certificate.  
You should do this on the day of the examination, either before the examination starts if you consider you are unfit to sit, or as soon as possible after the examination if you consider your performance was seriously impaired.  
If you consider your preparation for the examination has been seriously impaired, see your doctor or dentist within the fortnight before the examination, and while you are still unwell.
4. If possible, please attend the University Health Services.

## If you attend the University Health Services

1. Application forms are available at the reception office.
2. Pay the application fee of \$30 per course (maximum total fee is \$110).
3. The University Health Services will advise you what to do.
4. Your completed application must be submitted no later than one week after the examinations (or, when more than one examination has been affected, no later than one week after the last such examination).

## If you see a private practitioner

1. Give your doctor or dentist
  - (a) Your completed application form
  - (b) A cheque, made out to The University of Auckland, for the appropriate application fee of \$30 per course (maximum total fee is \$110)
  - (c) A stamped envelope marked "Confidential" and addressed to:  

University Health Services  
The University of Auckland  
Private Bag 92019  
Auckland 1142
2. Ask your doctor or dentist
  - (a) To complete Section B on page 2 of the application form, using the notes for guidance if required.  
The medical evidence should be detailed, and clearly cover the period for which you are claiming consideration.
  - (b) To make sure that your application form and cheque are mailed in the stamped addressed envelope within one week of the examination(s) affected.

## Postal aegrotat application payment details

If you are out of town and cannot either make payment by cheque or by visiting the University Health Services, please contact the Examinations Office, email: [exams@auckland.ac.nz](mailto:exams@auckland.ac.nz) to make alternative arrangements.



### Requirements for aegrotat consideration for examinations

#### To apply:

1. You must be enrolled in the course.
2. You must
  - (a) have been prevented from sitting the examination due to your temporary illness or injury existing at the time of the examination
  - or
  - (b) consider that your performance in the examination has been seriously impaired by your temporary illness or injury existing at the time of the examination
  - or
  - (c) consider that your preparation for the examination during the fortnight before the examination has been seriously impaired by your temporary illness or injury existing during that time.
3. You must attempt the examination if at all possible.
4. You must see a doctor or dentist while you are still unwell, and follow the procedures for completing this form set out on page 1. If this is not done, the medical evidence may not be in order, and you will not be eligible for consideration. This may require after hours medical attention if necessary.
5. You must make sure your application reaches the University Health Services within one week of the examination (or, where more than one examination has been affected, within one week of the last such examination).  
Do not wait for provisional examination results before submitting your form.

#### Medical evidence

1. **If you are unable to sit the examination**, the evidence must be sufficient to make it clear that on the day of the examination you were physically or mentally incapable of attempting it. For this reason, you should see a registered medical practitioner on the day of the examination.
2. **If you consider your examination performance was seriously impaired**, the evidence must be sufficient to make it clear that on the day of the examination you were suffering from the effects of the illness or injury, and that your performance was therefore likely to have been seriously impaired. You should see a registered medical practitioner on the day of the examination.
3. **If you consider your preparation for your examination was seriously impaired**, the evidence must be sufficient to make it clear that you were suffering from the effects of the illness or injury within the fortnight before the examination, and that your preparation was therefore likely to have been seriously impaired. You should see a registered medical practitioner within this time.
4. Medical evidence should give details of your illness or injury, and be dated to cover the period affected.

#### Academic performance

1. Your coursework in the paper must be well above the minimum pass standard (usually C+).  
and
2. Your performance in tests is of particular importance when coursework is being considered.  
and
3. If you sat the examination, your Head of Department must be able to certify that your mark in the examination was lower than expected taking your coursework into account.

#### An aegrotat grade may be approved if:

1. The medical evidence is in order  
and
2. You meet the academic requirements.  
Where necessary, performance in other courses may be taken into account.

#### Notification of result

You will be notified of the result of your application in all cases, whether or not an aegrotat grade is approved.

**SECTION C: To be completed by student**

**1. Personal details**

ID number:       Title:   
(Mr/Mrs/Miss/Ms)

First name:       Last name:

Email:  @aucklanduni.ac.nz      Phone:

Address:   
(for the result of this application)

Postcode:

**NB: TAKE CARE THAT THE DATE OF THE EXAMINATION AND COURSE DETAILS ARE CORRECT**

**2. Examinations you were UNABLE to sit.**

Date	Time	Subject	Code	Title

**3. Examinations for which SERIOUSLY IMPAIRED PERFORMANCE is claimed.**

Date	Time	Subject	Code	Title

**4. Examinations for which you consider your PREPARATION was SERIOUSLY IMPAIRED.**

Date	Time	Subject	Code	Title

**5. Attach a photocopy of your examination timetable to this application. You may obtain a copy of your timetable from SSO.**

**SECTION D: To be completed by University adviser**

After considering the information provided by the student's medical practitioner and taking into account the current criteria for aegrotat grades, in my opinion this student was not responsible for the illness or injury and was:

		Date of examination:	<input style="width: 50px; border: 1px solid black;"/>	<input style="width: 50px; border: 1px solid black;"/>	<input style="width: 50px; border: 1px solid black;"/>	<input style="width: 50px; border: 1px solid black;"/>
Unable to sit examination						
Likely to suffer impaired preparation to a	Mild degree					
	Moderate degree					
	Serious degree					
Likely to suffer impaired performance to a	Mild degree					
	Moderate degree					
	Serious degree					
Not in order						
Comment						

Signed:       Date: