

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 compassionate consideration.)
2. Complete Section A on page 2 and Section D on page 4.

Make a detailed statement in Section A describing the exceptional circumstances and how they have affected you. Your statement must include the dates or period of time when the circumstances occurred. If you prefer to make your statement on a separate sheet you may do so. All information is treated confidentially.
3. Provide confirmation of your statement from an independent person who knows the circumstances. If this is not possible, you should discuss suitable corroborative evidence with your counsellor.
4. You must discuss your application with a counsellor, if possible at the University Health and Counselling Services.

You should contact a counsellor or other health professional on the day of the examination, either before the examination starts if you consider you are unable 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 a counsellor within the fortnight before the examination, and while you are affected by the exceptional circumstances.
5. Pay the application fee of \$30 per course (maximum total fee is \$50).
6. Your completed application must be submitted no later than one week after the examination, or if more than one examination has been affected, then no later than one week after the last examination.
7. You will need to submit to the University Health and Counselling Services:
 - (a) Your completed application form
 - (b) A cheque, made out to The University of Auckland, for the appropriate application fee of \$30 per examination (maximum total fee is \$50)
 - (c) Written evidence confirming your circumstances and the date that you were affected
 - (d) A copy of your examination timetable.

Address your application to

University Health and Counselling Services
The University of Auckland
Private Bag 92019
Auckland 1142

or hand in your application to University Health and Counselling Services' reception office.

Application for Compassionate Consideration

SECTION A: To be completed by student

ID number: Title:
(Mr/Mrs/Miss/Ms)Last name: First name: Address:

I have read the instructions and information on this form and I wish to apply for compassionate consideration in the courses listed.

I authorise my health practitioner or counsellor to provide the University with all medical and other information which may be relevant to my eligibility for compassionate consideration. For the avoidance of doubt, I authorise my health practitioner or counsellor to complete this form with my medical and other information and return this form together with any supporting documents to the University, and to provide the University with further information at its request (such as notes from the relevant consultation/s).

The University will only release the information obtained pursuant to this authorisation to the persons involved in the assessment of this application. In the event of a difference of opinion or a dispute concerning my application, I authorise the release of the information to an independent referee appointed by the University.

I understand that the information associated with this application will be used for the purpose of this application only and will not be released to other persons.

Statement of exceptional circumstances

Signed: Date:

SECTION B: Corroborative evidence

You will be required to supply corroborative evidence to be completed by an independent person, eg, a witness, medical practitioner, minister of religion, counsellor, justice of the peace or solicitor, who can certify to the events described above.

SECTION C: To be completed by counsellor

This is to confirm that I was consulted by on

regarding this application for compassionate consideration.

Signed: Date:

Requirements for compassionate consideration for examinations (not for coursework)

To apply:

1. You must be enrolled in the course.
2. You must
 - (a) have been prevented from sitting the examination due to exceptional circumstances beyond your control, affecting you at the time of the examination
 - or
 - (b) consider that your performance in the examination has been seriously impaired by exceptional circumstances beyond your control, affecting you 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 exceptional circumstances beyond your control, affecting you during that time.
3. You must attempt the examination if at all possible.
4. You must provide a statement of the circumstances in Section A together with appropriate evidence to support the statement. You must consult a counsellor or other health professional who can certify to how you were affected by the exceptional circumstances. If this is not done, the evidence will not be in order, and you will not be eligible for consideration.
5. You must make sure your application reaches the University Health and Counselling Services within one week of the examination (or, where more than one examination has been affected, within one week of the last such examination).
6. Do not wait for provisional examination results before submitting your form.

Evidence of exceptional circumstances

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. It is therefore important that you see a counsellor on the day of your 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 affected by the circumstances, and that your performance was therefore likely to have been seriously impaired.
3. **If you consider your preparation for your examination was seriously impaired**, the evidence must be sufficient to make it clear that you were affected by the circumstances within the fortnight before the examination, and that your preparation was therefore likely to have been seriously impaired.
4. The circumstances must be exceptional and beyond your control, and they must be confirmed by suitable corroborative evidence.

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.

A compassionate grade may be approved if:

1. The evidence of exceptional circumstances 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 by email of the result of your application in all cases, whether or not a compassionate grade is approved.

SECTION D: To be completed by student

1. Personal details

ID number:	<input type="text"/>	Title: (Mr/Mrs/Miss/Ms)	<input type="text"/>
Last name:	<input type="text"/>	First name:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text" value="@aucklanduni.ac.nz"/>
	Postcode: <input type="text"/>		

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 you consider your PREPARATION was SERIOUSLY IMPAIRED.

Date	Time	Subject	Code	Title

4. Examinations for which SERIOUSLY IMPAIRED PERFORMANCE is claimed.

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 E: 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:

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	<input type="text"/>				

Signed:

Date: