



RHODES UNIVERSITY
Grahamstown • 6110 • South Africa

APPLICATION FOR PERMISSION TO TAKE A SPECIAL EXAMINATION ON ACCOUNT OF A MISHAP SUCH AS MISREADING THE EXAMINATION TIMETABLE

Senate has framed the following rules:

1. The terms of these rules shall include a mishap for which an aegrotat examination would not normally be granted, such as misreading the examination timetable.
2. A student who wishes to apply for a special examination must submit an application on the prescribed form to the Student Bureau within 24 hours of the end of the examination missed. **No late applications will be condoned.**
3. The application must be forwarded immediately to the head of the department concerned. Heads of department have the discretion to select one of two courses of action:
 - 3.1 They may refuse the student a special examination, in which case the student shall be awarded a mark of 0 for the examination missed.
 - 3.2 They may grant the student a special examination, provided that this examination is held within 72 hours of the end of the examination missed. (A Sunday falling within this 72 hour period shall not be counted).
4. A special examination granted in terms of these rules shall normally be of the same format as that which has been missed. *NOTE: Normal format covers a written or practical examination only; an oral examination only' a written or practical plus oral examination.*
5. The fee for conducting a special examination in terms of these rules shall be 10% of the current BA fee.
6. The final classification of the result of the special examination shall be appropriate to the aggregate achieved.

NAME OF CANDIDATE: _____ TEL _____

STUDENT NUMBER: _____ DEGREE/DIPLOMA/CERTIFICATE _____

E-MAIL ADDRESS: _____

Please note that the Registrar's Division has adopted e-mail as their primary method of communication with students. We will use @campus.ru.ac.za e-mail addresses for this purpose, and students using other addresses (yahoo, etc) are advised to ensure that their campus e-mail address forward to the other address. (Hard copies of such correspondence can be supplied on request to our office).

SPECIFY PAPER MISSED, AND DATE AND VENUE OF EXAMINATION MISSED:

REASON / EXPLANATION FOR MISSING EXAMINATION: _____

If this application is approved, I authorize the Accountant to debit my account with the amount of 10% of the current BA Fee.

DATE: _____ SIGNATURE OF STUDENT _____

STATEMENT BY ADMINISTRATIVE OFFICER, REGISTRAR'S DIVISION

This application for a special examination was submitted in accordance with Rule 2 above.

DATE: _____ SIGNATURE: ADMINISTRATIVE OFFICER _____

STATEMENT BY HEAD OF DEPARTMENT

Application for a special examination approved/not approved.

If examination is approved:

- Please inform student that the examination is to be written on _____ (date) at _____ (time) at the following venue _____

OR

- The Department will contact the student directly to make the necessary arrangements
(Please delete where not applicable)

DATE: _____ SIGNATURE OF HEAD OF DEPARTMENT _____
