

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 or oversleeping.
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 three courses of action:

* 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.
	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).
	3. They may grant the student permission to write the examination in January/February of the following year, during the supplementary examination session. Where applicable, the student will write the same paper as the aegrotat/supplementary exam being set for that exam session.
1. 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.*
2. The fee for conducting a special examination in terms of these rules shall be 10% of the current BA tuition fee.
3. 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 NAME OF PAPER MISSED, INCLUDING DATE AND VENUE OF THIS EXAMINATION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REASON / EXPLANATION FOR MISSING EXAMINATION (please provide full motivation for your application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. If this application is approved, I authorize the Accountant to debit my account with 10% of the current BA tuition fee, as per point 5 above:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TO BE COMPLETED BY HEAD OF DEPARTMENT

Application for a special examination is approved/not approved. (*Please delete where not applicable*)

If examination is approved, kindly confirm when the student is required to write the exam:

January/February of the following year

Within 72 hours of the end of the exam missed

If the latter option is chosen (i.e. within the 72 hour period), please indicate:

whether the department will contact the student directly to make the necessary arrangements or

* whether our office should inform the student of the details of the exam. If so, please provide the following information of the exam:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 To whom must the student report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE OF HEAD OF DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_