

HOW TO SUBMIT AN EXCUSE FOR THE EXAM

Missing the exam due to illness or unforeseen circumstances

General Regulation G.12.5 applies in this regard (Extraordinary/Aegrotat examination). A student who is prevented from preparing for an examination, or from sitting for it, owing to illness or unforeseen circumstances, may be granted permission by the dean to write an extraordinary/aegrotat examination in the particular module(s).

An application to sit for an extraordinary/aegrotat examination, supported by applicable corroborative proof, **must be submitted within three working days** of the date of the examination that was not written due to unforeseen circumstances. The prescribed manner for applying at the EMS Faculty is as follows:

Step 1:	Complete the “Application for Admission to Extraordinary/Aegrotat Examinations” form. The form is available on: https://www.up.ac.za/students/article/2745831/forms-request-to-change-information (See No 5 on this webpage)
Step 2:	<p>Upload the following on the Student Portal:</p> <ol style="list-style-type: none"> The duly completed “Application for Admission to Extraordinary/Aegrotat Examinations” form (see <i>Step 1 above</i>). The applicable corroborating documentary evidence as clarified below. <ul style="list-style-type: none"> ➤ <u>If the application relates to illness (Excluding Covid-19):</u> A medical certificate issued by persons and/or practitioners registered with the Health Professions Council of South Africa and the Allied Health Professions Council of South Africa. The medical certificate must contain the practice number, address, and contact details of the practitioner. The medical certificate must clearly identify the student, it must reflect that the student was examined on a specific date, and it must indicate the specific days during which the student is unfit to participate in academic activities. NB: A medical certificate is not accepted if it merely states that the student appeared ill. ➤ <u>If the application relates to Covid-19:</u> In the case where a student tested positive for Covid-19, the student may submit only a Covid-19 PCR report from any recognised pathologist(s). This report must contain at least the name, address, and contact details of the pathologists that performed the Covid-19 test. In addition, the report must clearly identify the student and provides the specific date on which the student tested positive for Covid-19. ➤ <u>If the application relates to load shedding and/or connectivity issues</u> Proof of your connectivity or load shedding problems (for example, load shedding schedule, multiple internet speed test with time and date for each speed test), together with the time and the duration of the problems. Third-party confirmation of the information you provided is also required. NB: An email from you stating that you had a problem is not sufficient and will not be seen as sufficient proof. ➤ <u>If the application relates to any other unforeseen circumstances</u> Applicable corroborating documentary evidence which is supported by third party confirmations.
Step 3:	Send an email to the relevant student administrator and your lecturer, alerting them that you have uploaded the required documentation on the Student Portal. Please also include all the information in Step 2 in this email to your student administrator. Identify the relevant student administrator here: https://www.up.ac.za/faculty-of-economic-and-management-sciences/article/2594638/student-administration
Step 4:	Ensure that you receive confirmation of the receipt of your documentation.

Very important:

Steps 1 to 4 above only cover the EMS Faculty administration process that students must follow to submit supporting documents.

Notwithstanding this administration process, **it is of the utmost importance that students must notify their lecturers immediately** when they become ill or experience problems that may prevent them from writing the examination. **Do not wait until after the examination to inform your lecturer.**

Missing the exam due to a religious objection

General Regulation Section 3 applies in this regard (Examinations on Religious Holidays). When students request to be absent from an examination due to a religious objection, they must apply to sit for an extraordinary/aegrotat examination **at least two (2) weeks prior** to the date of the scheduled examination.

The prescribed manner for applying at the EMS Faculty is as follows:

Step 1:	Complete the “Application for Admission to Extraordinary/Aegrotat Examinations” form. The form is available on: https://www.up.ac.za/students/article/2745831/forms-request-to-change-information (See No 5 on this webpage)
Step 2:	Upload the following on the Student Portal: a. The duly completed “Application for Admission to Extraordinary/Aegrotat Examinations” form (see <i>Step 1 above</i>). b. The applicable corroborating documentary evidence, comprising a letter from the relevant church, congregation or religious leader that confirms that the student is an active member of that church, congregation or religious group and that the particular examination date needs to be sanctified based on the tenets of that religion.
Step 3:	Send an email to the relevant student administrator, alerting them that you have uploaded the required documentation on the Student Portal. Please also include all the information in Step 2 in this email to your student administrator. Identify the relevant student administrator here: https://www.up.ac.za/faculty-of-economic-and-management-sciences/article/2594638/student-administration
Step 4:	Ensure that you receive confirmation of the receipt of your documentation.

Very important:

Steps 1 to 4 above only cover the EMS Faculty administration process that students must follow to submit supporting documents.

Notwithstanding this administration process, **it is of the utmost importance that students must also notify their lecturers at the same** time that they will not be able to write the examination due to a religious objection **Do not wait until after the examination to inform your lecturer.**