

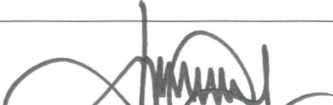
UGANDA CHRISTIAN UNIVERSITY

AEGROTAT POLICY



A Centre of Excellence in the Heart of Africa

Schedule

Title	Aegrotat Policy
Policy Lead Contact	Deputy Vice Chancellor (Academic Affairs)
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AEGROTAT POLICY

Any student who misses an examination due to illness, bereavement or other extraordinary circumstances may apply in writing to Senate for an Aegrotat examination. In all cases, the illness or bereavement must occur during, or immediately before the examination.

The student must submit the application to the faculty dean within two weeks of the end of the examination period. The application must include the following:

- i. In the case of illness, a letter or certificate from the University clinic or counselor indicating the nature of the condition and the reasons it prevented writing the examination. A student who is not present on campus during his or her illness shall submit a letter from a qualified medical practitioner to the University clinic, who will verify the letter and prepare a cover letter. The student shall then submit both letters to Senate with the application for aegrotat.
- ii. In the case of bereavement, a death certificate or death notice, along with evidence of the student's relationship to the deceased. Under ordinary circumstances, loss of a spouse, child, father, mother or nuclear sibling (sharing both parents) shall qualify for an aegrotat.
- iii. In other circumstances, any police records or other official description of the events that prevented the student from writing the examination will be considered. Senate shall consider whether the student missed the examination due to circumstances beyond his or her control or whether the missed examination was due to negligence on the student's part.
- iv. Senate shall consider aegrotat requests at the first meeting of the subsequent semester. The secretary shall inform the student and the faculty in writing of its decision. The Deputy Vice-chancellor Academic Affairs shall maintain all coursework marks and attendance records and will reflect the student's status as "incomplete" for any pending aegrotats.
- v. Non-finalists who qualify for one or more aegrotats will write the examinations. The Deputy Vice-chancellor Academic Affairs' office and concerned faculty deans will draw up an aegrotat schedule to allow all qualified students to complete their examinations as soon as possible, without clashing with the teaching timetable. The schedule should

make the most efficient use of invigilators, times and facilities. Aegrotat examinations require the same degree of security as any other examinations. The department concerned will prepare a special examination. Students who miss an aegrotat examination for any reason shall wait for the next regular examination in that course.

- vi. In the case of finalists who qualify for an aegrotat, the Faculty Dean will recommend a mode of assessment to Senate.

This may include:

- i) oral or written special examination to be scheduled at the earliest opportunity,
- ii) additional project or coursework, or
- iii) an assessment of work already completed. If Senate determines that the work is not equal to the regular requirements for the course (especially in the case of iii), it shall award an unclassified mark of Pass Aegrotat, which shall not count towards the student's grade point average.