What to do if you are unable to attend University

Attendance
Attendance at all scheduled classes in courses of the Bachelor of Pharmacy is compulsory. This includes all lectures, tutorials, laboratories, workshops, placements, timetabled visits and clinical/practice activities.

If you are absent from a scheduled class, you must provide the School with a medical certificate, or other evidence that supports your reason for absence. Absences at scheduled classes that generate course marks will result in a forfeiture of those marks unless your absence is accounted for.

It is in your best interest to make travel plans for only during the Mid-Semester and Inter-Semester breaks outside of compulsory module components, assessments and resit assessments such as OSCEs, as coordinators will not make provisions such as special/alternative assessments and coursework if you are planning to be absent on the date of any assessment or test. Similarly, repeat assessments, where offered, must be attended on the date they are offered.

More than 15 minutes late counts as non-attendance. When the class is split into smaller groups, you must remain in your allocated group.

Illness or Misfortune Processes

Procedures when illness or misfortune affects performance in examinations, tests and coursework requirements

The University is sympathetic towards students whose performance in assessments is affected by illness or unavoidable misfortune, especially if their previous results are of a high standard. The procedure to be followed varies according to whether the assessment is a major end-of-semester examination, or a less important one such as a mid-semester test or assignment. The following notes are a guide, you should check with staff responsible for a particular course, such as your Course Director or Module Leader. If you are unable to receive the information you need you can contact the Academic Director.

When illness or misfortune affects you from sitting a major test, or impairs your performance during a test

You may apply for an Aegrotat Pass (in the case of illness) or a Compassionate Consideration Pass (misfortune) following the directions in the University Calendar and on the BPharm Portal. The application for Aegrotat or Compassionate Consideration must be made within one week of the test/assessment. A medical certificate or other supporting evidence is required and must relate to the actual day(s) of the test(s) affected. Usually you must have seen a health practitioner on the day of the affected test(s).

For more information and application forms please visit: http://www.auckland.ac.nz/ua/for/currentstudents/academiclife/aegrotatinfo.cfm

If you were unable to attend a final test or examination because of illness or misfortune, the examiners will recommend (or decline) a pass for that paper based on your performance in coursework (tests and assignments) which you have already completed. They can only recommend an aegrotat or compassionate pass if your coursework is clearly worthy of a pass. Therefore it is important that you are conscientious in your approach to in-course tests and assignments, because the credit you build up there will give the examiners confidence to act in your favour if illness or misfortune occurs near examinations.
Aegrotat or compassionate passes are not available for clinical or practice assessments. Where a student is prevented from undertaking a final clinical or practice assessment it may be possible to arrange an alternative assessment time. Consult the Course Director or Module Leader of that module assessment if you are affected. These processes have strict time requirements; please seek advice as soon as you can.

**When illness or misfortune prevents you from sitting a minor in-course test, or impairs your performance during the test, or prevents you from handing in an assignment on time, or prevents you from completing a Clinical/Practice assessment**

See the Course Director as soon as possible. Depending on the nature of the assessment, it may be rescheduled or appropriate credit may be given. Please note that non-attendance or non-completion without informing the Course Director will result in the forfeiture of marks (i.e. a failure).

**When illness or misfortune affects your study prior to major or minor examinations, tests or coursework assignments**

The Aegrotat and Compassionate pass regulations also apply to students whose study has been seriously affected within the fortnight before tests or examinations. The requirements for a successful application are stringent, and students must have seen a doctor (aegrotat) or counsellor (compassionate) so that the degree of impairment can be properly assessed.

In all situations involving illness, accidents or family circumstances where your work may be or has been affected, you are strongly encouraged to discuss these issues with the Bachelor of Pharmacy Academic Director/Head of School as soon as possible after the event.