

THE UNIVERSITY OF HONG KONG
Form of Medical Certificate

A candidate who is unable because of illness to be present for any paper in the examination or who believes that his/her state of health either immediately before or during the examination has *significantly* affected his/her performance should arrange to submit a Form of Medical Certificate, i.e. the Form on the back hereof. He/She should consult a doctor **on the same day of the examination concerned** and also complete Part I of the Form and give it to his/her doctor for completion of Part II of the Form. The completed Form, together with the original of the sick leave certificate issued by the attending doctor, should be **submitted to the Examinations Office** (address: Room 239B, 2/F, Main Building, The University of Hong Kong, Pokfulam) and must reach it **within seven calendar days of the examination concerned**. The Form of Medical Certificate is available from the Examinations Office and downloadable from its website <http://www.exam.hku.hk>. Late or incomplete submission will not be accepted.

Upon receipt of the Form, the Examinations Office will issue an acknowledgement to the candidate and pass the Form to his/her home Faculty for consideration by the Board of Examiners concerned. The candidate will be informed of the outcome directly by the Faculty Office around the time of announcement of the assessment results.

* *For the purpose of submission of this Form, the date of the examination concerned is counted as one calendar day of the seven-calendar-day submission period.*

N.B. General Regulation G9, and the following Degree, Diploma and Certificate Regulations permit the granting of supplementary/special examinations, as indicated, to candidates who are unable to be present at examinations on medical grounds:

BA(ArchStud)/BA(Conservation)/BA(LS)/BA(UrbanStud)/BAsc(Design+)/BSc(Surv)/MArch/MArch(Design)/MHousMan/MLA/MSc(Conservation)/MSc(IPD)/MSc(UrbanAnalytics)/MSc(UrbanPlanning)/MUrbanDesign/PDip(Conservation)/PDLA	Any written examination
BA/BA&LLB/MA/MBC/MBuddhStud	Any written examination
CertChinLang	Any written paper or oral test in either the First or the Certificate Examinations
BBA/BBA(Acc&Fin)/BBA(IBGM)/BBA(IS)/BBA(Law)/BBA(Law)&LLB/BEcon/BEcon&Fin/BFin(AMPB)/BSc(QFin)	Any written examination
EMBA/IMBA/MAct/MBA/MEcon/MFin/MFFinTech/MGM/MSc(BA)/MSc(Mktg)	Any paper of the written examination
BDS	Any part of an assessment
BA&BE(LangEd)/BAsc(SDS)/BEd&BSc/BEd&BSocSc/BEd(ECE&SE)/BSc(ACD)/BSc(IM)	Any written examination
BSc(Sp&HearSc)	Any part of an assessment
BAsc(FinTech)/BEng/BEng(BME)/BEng(EngSc)	Any written examination
LLM/LLM(ARB&DR)/LLM(CFL)/LLM(CR)/LLM(Chinese Law)/LLM(HR)/LLM(MEL)/LLM(T&IPL)	Any paper of written examination
JD/MCL/PCLL/SJD	Any written examination
BAsc(GHD)/BBiomedSc/BChinMed/BNurs/BPharm/BSc(Exercise&Health)/DNurs/MChinMed/MClinPharm/MMedSc/MNurs/MPH/MPsyMed/MRes(Med)/PDipID/PDipMDPath/PDipPsyMed	Any written examination
BAsc(AppliedAI)/BSc/BSc&MRes/BSc(ActuarSc)/MDASC/MSc(EnvMan)/MSc(in the Field of Applied Geosciences)/MSc(in the Field of Food Industry: Management and Marketing)/MSc(in the Field of Food Safety and Toxicology)/MSc(in the Field of Space Science)/MStat	Any written examination
BAsc(BJ)/BSW/BSocSc/BSocSc(Govt&Laws)/BSocSc(Govt&Laws)&LLB/DPA/MACHDS/MA(TranspPol&Plan)/MExpArtsTh/MIPA/MJ/MPA/MSW/MSocSc/PsyD	Any written examination

In addition, candidates who are unable because of illness to be present for any paper or papers

- a. of any subject or subjects for the examinations for the degrees of MBBS, or
- b. in the examinations for the LLB degree, or
- c. in the examinations for the Postgraduate Diploma in Infectious Diseases,

may be permitted to present themselves for examination at the next subsequent examination.

FORM OF MEDICAL CERTIFICATE

PART I (To be completed by or on behalf of the candidate.)

Name of candidate Univ. No. Curriculum Year.....

Address.....

Contact Phone Number*: Email Address*:

** The University may contact the candidate concerned in case any follow-up or clarification of the information in the Form is required.*

Examination(s) from which the candidate was absent or at which performance was affected by ill health

Course Code	Course Description	Date of Examination	Present or absent at examination (state "present", "absent" or "partially")
.....
.....
.....
.....

The candidate should state in the box below what he/she requests in view of his/her absence from the examination(s) or performance being affected by ill health in the examination(s) concerned. He/She should also provide any additional information relevant to his/her request hereunder (please use additional sheets of paper if there is insufficient space).

The candidate shall ensure that a sick leave certificate issued by the attending doctor will be provided. Attendance certificate is not accepted.

Date Signature of Candidate

PART II (To be completed by the attending doctor. The information given will be treated as CONFIDENTIAL. Any fee involved is the responsibility of the candidate. Please give detailed information and comments on the health condition/problem of the candidate below.)

The above candidate consulted me on (date(s))
stating

He/She was found to be suffering from

His/Her general condition on the date(s) of consultation was good/fairly good/slightly indisposed/poor**

The candidate is considered medically fit/unfit** for examination on the above date(s).
(Please provide an appropriate sick leave certificate for the above candidate.)

Remarks

Date Signature and Chop of Attending Doctor.....

Name and Address of Attending Doctor

**** Please delete as appropriate**

The personal data provided in this Form will be used by the University for the purpose of processing the request raised by the candidate in the Form. Information provided in this Form will be transferred to the candidate's home Faculty and, where necessary, other offices within the University, for the processing and consideration of the request. Provision of the information is voluntary, failure of which may render the University unable to process or consider the candidate's request. The candidate concerned has the right to request access to and/or correction of the personal data provided to the University in Part I of this Form. Requests should be made to the Examinations Office, Registry, The University of Hong Kong (email: exam@hku.hk).