

THE UNIVERSITY OF HONG KONG

Form of Medical Certificate

A candidate who is unable to be present for any paper(s) in an examination due to illness, or who believes that their health status immediately before or during the examination has *significantly* affected their performance, should consult a doctor and obtain a sick leave certificate covering the examination date(s). The candidate should complete Part I of the Form of Medical Certificate (see the next page), and have their doctor complete Part II. The completed Form, together with the original sick leave certificate, must be submitted to the Examinations Office (Room 239B, 2/F, Main Building, HKU Main Campus*) **within seven calendar days of the examination concerned**. Late or incomplete submissions will not be accepted. The Form of Medical Certificate can be downloaded from <http://www.exam.hku.hk>. For enquiries, please call 3917 2439 during office hours or send email to exam@hku.hk.

Upon receipt of the Form, the Examinations Office will issue an acknowledgement to the candidate and forward the Form to their home Faculty/School for consideration by the Board of Examiners. The candidate will be informed of the outcome through the Faculty/School Office around the time the assessment results are announced.

Remarks:

* *The counter is normally open from 9:00 am to 1:00 pm and 2:00 pm to 5:30 pm, Monday to Friday (except Public Holidays and University Holidays). Opening hours may be adjusted during the assessment period. A collection box is available for submissions when the counter is closed.*

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

N.B. According to General Regulation G9, and the relevant Degree, Diploma and Certificate Regulations, supplementary/special examinations may be granted to candidates who are unable to attend examinations on medical grounds, as specified below:

Curriculum	Supplementary/Special examinations applicable to
BA(ArchStud)/BA(Conservation)/BA(LS)/BA(UrbanStud)/BASc(Design+)/BSc(Surv)/MArch/MArch(Design)/MHousMan/MLA/MSc(AAD)/MSc(Conservation)/MSc(SED)/MSc(CPM)/MSc(RE)/MSc(DMBA)/MSc(UDT)/MSc(UrbanAnalytics)/MSc(UrbanPlanning)/MUrbanDesign/MUS&HM/MDUM/PDLA	Any written examination
BA/BA(GCIN)/BA(HDT)/BA&BEng(AI&DataSc)/BA&LLB/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(ADA)/BBA(BA)/BBA(IBGM)/BBA(IS)/BBA(Law)/BBA(Law)&LLB/BEcon/BEcon&Fin/BFin(AMPB)/BSc(MAT)/BSc(QFin)	Any written examination
EMBA/IMBA/MAcct/MBA/ MCGRM/MEcon/MFin/MFFinTech/MFWM/MGM/MSc(BA)/MSc(Mktg)	Any paper of the written examination
BDS	Any part of an assessment
BA&BEEd(LangEd)/BASc(SDS)/BEEd&BSc/BEEd&BSocSc/BEEd(ECE&SE)/BSc(ACD)/BSc(IM)	Any written examination
BSc(Sp&HearSc)/BSc(SLP)	Any part of an assessment
BASc(FinTech)/BEng/BEng(BME)/BEng(DS&E)/BEng(EngSc)	Any written examination
LLM/LLM(ARB&DR)/LLM(CFL)/LLM(CR)/LLM(Chinese Law)/LLM(HR)/LLM(T&IPL)	Any paper of written examination
JD/MCL/PCLL/SJD	Any written examination
BASc(GHD)/BBIomedSc/BChinMed/BNurs/BPharm/BSc(Bioinformatics)/DNurs/MAP/MChinMed/MMDPath/MMedSc/MNurs/MPH/MPsyMed/MRes(Med)/MSc(Nurs)/PDipID/PDipPsyMed/PCHLM	Any written examination
BASc(AppliedAI)/BSc/BSc&LLB/BSc&MRes/BSc(ActuarSc)/MDASC/MSc(AI)/MSc(EnvMan)/MSc(in the Field of Applied Geosciences)/MSc(in the field of Chemical Technologies for Health and Materials)/MSc(in the Field of Food Industry: Management and Marketing)/MSc(in the Field of Food Safety and Toxicology)/MSc(Physics)/MStat	Any written examination
BASc/BJ/BPsych/BSW/BSocSc/BSocSc(Govt&Laws)/BSocSc(Govt&Laws)&LLB/DPA/MACHDS/MEExpArtsTh/MIPA/MJ/MPA/MSW/MSocSc/MSc(GeoDS)/MTP&P/PsyD	Any written examination
BSc(I&T)	Any written examination

In addition, candidates who are unable to be present for any paper(s) due to illness in:

- any subject of the examinations for the degrees of MBBS,
- the examinations for the LLB degree, or
- 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

HK Contact Phone Number*: HKU Student Email Address*:

** The University may contact the candidate if any follow-up or clarification regarding the information provided in the Form is required.*

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

Course Code	Course Description	Date of Examination	Present or absent at examination (state "present", "absent" or "partially")
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In the box below, the candidate should state their request regarding their absence from the examination(s) or the impact of ill health on their performance in the examination(s) concerned. Any supporting information relevant to their request should also be provided (please use additional sheets of paper if space is insufficient).

A sick leave certificate issued by the attending doctor must be submitted. Attendance certificates will not be accepted.

Date

Signature of Candidate

PART II (To be completed by the attending doctor. The information provided will be treated as CONFIDENTIAL. Any fees incurred are the responsibility of the candidate. Please provide detailed information and comments regarding the candidate's health condition/problem 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 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. The information provided in this Form will be shared with the candidate's home Faculty/School and, where necessary, other relevant offices within the University to facilitate and consider the request. Provision of the information is voluntary; however, failure to do so may prevent the University from processing or considering the candidate's request. The candidate has the right to request access to and/or correction of the personal data provided in Part I of this Form. Such requests should be directed to the University's Examinations Office (email: exam@hku.hk).