



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## PATENT EXAMINATION BOARD

### Aegrotat and Special Examinations policy

This policy provides for the exceptional circumstances under which a student may apply for a special or aegrotat examination.

A student who is unable to prepare for any formal examination set by the Patent Examination Board (PEB), or from sitting for such examination, due to serious illness, or unforeseen circumstances (e.g. the serious illness or death of a close relative), may be granted permission by the PEB to write an aegrotat or special examination for the particular subject(s) for which the set examination was not written.

Should permission for an aegrotat or special examination be granted, the prescribed fees must be paid to the PEB by the student. The student is required to make payment within 5 working days after being notified that they have been granted permission for an aegrotat or special examination. No arrangements to write the examination will be made with the student before proof of payment of the prescribed fee has been submitted.

Aegrotat and special examinations will be held on the same day(s) as the supplementary examinations. No alternative dates will be considered and should a student not be available on the day of the supplementary examination the student must rewrite the exam during the following year's set examinations.

A student who fails an aegrotat or special examination will not be eligible for a supplementary examination and must re-register for the subject the following year and pay the prescribed fees.

### **Application requirements**

An application (Annexure A) to sit for an aegrotat or special examination must be submitted to the PEB **WITHIN 3 WORKING DAYS** of the scheduled date of the particular missed examination, or before such examination date if possible via email to: [PEBSecretariat@thedtic.gov.za](mailto:PEBSecretariat@thedtic.gov.za)



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

Each application for an aegrotat or special examination must include the following:

1. The applicant's student number;
2. The subject(s) concerned;
3. Full reasons as to why the student was unable to write the examination;
4. A satisfactory medical certificate (if applicable), which must specify the nature, the commencing date and the duration of the illness, or other reasons, and include a declaration as to why it was impossible or undesirable for the student to sit for the examination on the scheduled examination dates; and
5. In the case of a request for a special examination, the Patent Examination Board may request the student to provide additional documentary evidence to support the student's request.

Policy implementation date: from 1 January 2025

Dr Sheila Mavis Nyatlo  
PEB Chairperson  
Date: 01/10 /2024



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE A

AEGROTAT AND SPECIAL EXAMINATIONS APPLICATION				
PART A: Student Information				
Applicant's Name:				
Applicant's Surname:				
Applicant's student number:				
Aegrotat Examination Application:	Yes		No	
Special Examination Application:	Yes		No	
Full reasons as to why the student was unable to write the examination:				
PART B: Subject(s) concerned				
Group 1a				
Group 1b				
Group 1c				
Group 2d				
Group 2e				
Group 2f				
Group 2g				
PART C: Supporting Documents				
A satisfactory medical certificate (if applicable), which must specify the following: 1. the nature of the illness; 2. the commencing date and the duration of the illness, or other reasons; 3. a declaration as to why it was impossible or undesirable for the student to sit for the examination on the scheduled examination dates.	<input type="checkbox"/>			
Any other relevant supporting document:	<input type="checkbox"/>			
Should permission for an aegrotat or special examination be granted, the prescribed fees must be paid to the PEB by the student.  The student is required to make payment within 5 working days after being notified that they have been granted permission for an aegrotat or special examination.	<input type="checkbox"/>			