



APPLICATION FOR FINAL EXAMINATION ONLY ENROLMENT (FEO)

1. A student who has failed a paper may apply for Final Examination Only enrolment. If the application is approved, the student is permitted to have internal assessment results and terms* carried over to when the paper is next offered, and to sit the final examination for that new offering without attending any part of the course.
2. The result for the Final Examination Only enrolment will display on the student's transcript against the new offering, which will be marked with the abbreviation 'FEO'. The fail result from when the paper was first attempted will remain on the student's transcript, recorded against the initial paper enrolment.
3. This concession may not be available in all papers, and can be granted only once in any particular paper.
4. The examination must be attempted at the end of the semester or full year in which a paper is offered next, except that it may be attempted earlier if the paper concerned is offered in Summer School.
5. Applications must be returned either in person to AskOtago in the Information Services Building or posted to Student Administration, University of Otago, PO Box 56, Dunedin 9054, New Zealand by 10 January for papers next offered in the Summer School, by 1 March for papers next offered as full year or first semester papers, and 31 July for papers next offered as second semester papers. A fee will be charged if an application is approved. It should be noted that Government Student Loans do not cover this fee.
6. Final Examination Only candidates are not entitled to attend any lectures, laboratories, or tutorials, or receive assistance from academic staff, or have access to electronic holdings of course material, or receive printed course material. Any assistance provided, such as the provision of previous course material, is at the discretion of the department concerned.

STUDENT TO COMPLETE

Student ID Number:

Title: Mr Mrs Miss Ms Dr Other (*Please specify*)

Family name: _____

Given name(s): _____

Contact address: _____

Paper code: _____ Paper title: _____

Reasons for making application: _____

If the paper is next offered in Summer School would you sit it then? Yes No

Examination Centre: Dunedin Other (*Please specify*) _____

Student's signature: _____ Date: _____

OFFICE USE ONLY

Paper Next Offered: Year Summer School Semester One Semester Two Full Year

HEAD OF DEPARTMENT TO COMPLETE

Decision of Head of Department: Approve Decline

Signature of Head of Department: _____ Date: _____

DOCUMENTATION TO BE RETURNED TO STUDENT ADMINISTRATION

*Some departments require that students gain terms (i.e. fulfil certain specified conditions) before they may sit final examinations. Terms are gained by attending classes and by completing oral, written, and practical work to the satisfaction of the Head of Department.

Special terms requirements apply in some Health Sciences programmes whose regulations contain specific requirements.