

# Exemption to policy

## Fellowship exams and PESCI



This form is to apply for exemptions to RACGP Education and Training policy, specifically to the:

- [Fellowship Exams Policy](#)
- [GPE Pathway – Exam Eligibility Policy](#)
- [PESCI Policy](#)
- [PEP SP Fellowship Exam Policy](#)

An exemption is formal approval to remove or modify the application of a rule/policy and as part of this application you're required to demonstrate extenuating and unforeseen circumstances.

Before submitting this application, refer to the appendix for more detail.

- Applications on medical grounds must be accompanied by the [RACGP exemption to policy medical certificate](#).
- Applications for all other grounds must be accompanied by a Commonwealth statutory declaration that meets the requirements for evidence, including signed and witnessed by an approved witness.
- Applications from AGPT and FSP registrars must include a letter of support from the training team.
- The deadline for applications for exam withdrawals and refunds is three months after the date of the exam.

Email the completed application and supporting documentation

- for Fellowship exam requests: [examinations@racgp.org.au](mailto:examinations@racgp.org.au)
- for PESCI requests: [pesci@racgp.org.au](mailto:pesci@racgp.org.au)

This application is not to be used for the following:

Special arrangements for Fellowship exams. Refer to the [special arrangements application](#).

Applications in relation to decisions where all review avenues under the [Dispute, Reconsideration and Appeals Policy](#) have been exhausted.

## Personal Details

Title	First name	Surname
RACGP number	Telephone	Mobile
Email		
Training region (if applicable)	Training coordinator (if applicable)	
Current training site (if applicable)	Address of current training site	
Policy from which you're requesting an exemption		
Specific policy clause number (if applicable)		

Outline your extenuating and unforeseen circumstances (including all dates/timeframes):

Describe the impact of your extenuating and unforeseen circumstances on your participation in the assessment:

Describe the outcome you're seeking from this exemption application:

### Declaration

I have read, understood and agree with the policy from which I am requesting an exemption.

I declare that the information I have provided in and with this application is true and correct.

I authorise the RACGP to contact professional authorities and any party named in support of my application for the purpose of verifying any information I have supplied.

I understand that the submission of plagiarised, false or misleading information will be handled as per the [Academic Misconduct Policy](#).

I understand that failure to disclose any restrictions on, or charges to my medical registration to the RACGP will be handled according to the Academic Misconduct Policy and the [Membership Code of Conduct](#).

Signature

Date

Signature

Date

### Privacy statement

The RACGP's Privacy Policy reflects federal and state privacy legislation and is available on the [RACGP website](#).

## Appendix

Applications will be considered by the RACGP on a case-by-case basis. All applications must be accompanied by supporting evidence. Applicants may be required to provide further information or documentation as requested by the RACGP.

### Extenuating and unforeseen circumstances are circumstances that:

- are outside your control,
- can reasonably be considered to be unforeseen, and
- can be shown to have a direct and significant impact on you.

They may be experienced either by you or a significant family relation.

For AGPT, refer to the [Australian General Practice Training Program Guidelines](#) as per the Department of Health, Disability and Ageing.

For FSP, refer to the [FSP consideration of extenuating and unforeseen circumstances guide](#) for information on extensions in program time and requests for a change in practice.

For PEP SP, refer to the [PEP SP consideration of extenuating and unforeseen circumstances guide](#) for information on requesting additional leave or modifications in training locations.

### Requirements for evidence

#### Supporting evidence must be:

- on letterhead, signed and dated
- from appropriate professionals who are independent, objective and have no potential conflict of interest in your application and:
  - are not related to you
  - do not have a personal connection/close relationship with you
  - do not work in your current general practice workplace
  - are not a prospective employer
  - are not currently in an RACGP training program
  - are not a candidate in the same exam.

#### All medical evidence must be:

- provided by an Ahpra-registered medical practitioner directly involved in the diagnosis or treatment, and include the:
  - consultation date
  - date of first medical diagnosis relevant to this application
  - diagnosis
  - severity of the condition
  - expected duration of the condition.

For circumstances that occur outside of Australia, medical evidence provided by an overseas medical practitioner is considered as supplementary, not the primary source of evidence.

#### Where **statutory declarations** are required:

- they must be signed and witnessed by an approved witness as listed on the [Attorney-General's Department website](#), and include:
  - a description of the applicant's extenuating and unforeseen circumstances
  - the applicant's reasons for why they believe these circumstances warrant an exemption to policy
  - relevant dates/timeframes.