

## **Regulations on withdrawal from an examination due to illness**

This information refers to written examination paper, multiple choice examination paper and oral examinations. For further examination forms during the semester (e.g. seminar papers, project assignments, etc.), please refer to the corresponding examination regulations for the deadlines for withdrawal from the examination. Usually you will find this information in the Paragraph "Admission to Module Examinations".

### I.) Withdrawal up to 7 days before the examination

Withdrawal from an examination without further proof is possible online without any difficulties up to 7 days before the examination.

### II.) Withdrawal after the expiry of the one-week period (= within one week before the examination up to and including the examination day)

After the expiry of the one-week period for cancellation of an examination, withdrawal from the examination can only be declared for valid reasons. In the event of withdrawal due to illness, an original medical certificate must be submitted immediately, which must be issued before or at the latest on the day of the examination. The reason for this is that one or more days after the examination it is hardly possible to determine whether there was an incapacity for examination at the examination date.

The certificate issued in good time must be received by the Student Service Office within three working days after the examination at the latest. If the withdrawal is approved, the examination attempt shall not be counted towards the number of failed attempts.

If the illness first occurs on the day of the examination, a doctor must be consulted on the same day - even on a Wednesday or Saturday. If surgeries are closed, you are obliged to consult a substitute doctor or contact a doctor on-call / emergency service or the outpatient department of a hospital. If the candidate is bedridden, the house call of the family doctor or emergency doctor should be arranged. You are also entitled to withdraw for good cause if your child becomes ill on the day of the examination, provided that the child lives in your household, another person living in your household cannot supervise, look after or care for the child and the child is under 12 years of age. In this case, a medical certificate for the child, issued before or at the latest on the day of the examination, is required. In addition, you must submit a written statement stating that no other person living in the household is available to care for the child. The medical certificate and the declaration must be submitted to the Student Service Office immediately, i.e. within three working days.

### III.) No subsequent withdrawal from the examination

Backdated certificates, i.e. medical certificates issued one or more days after the examination, will not be accepted for the aforementioned reasons.

### IV.) Withdrawal due to illness subsequent to the start of an examination

If you have started an examination but have to interrupt it due to sudden illness, you are obliged to inform the supervisor and immediately consult a doctor who will issue an appropriate, relevant medical certificate.

A qualified medical certificate is required in which non-medical persons can see that you are assessed as incapable of examination at the time of the examination and why this assessment is made, i.e. how your illness affects the examination(s). This is especially necessary if you declare your withdrawal with a medical certificate after participating in the examination. For this purpose the form "Ärztliches Attest zur Vorlage beim Prüfungsausschuss" can be used.

Outside the opening hours of the doctor (e.g. Saturdays), a medical emergency service / the ambulance of the hospital has to be consulted.

In the event of illness, you are generally required to draw the appropriate conclusions and withdraw from the examination in due time. If you take the examination even though you knew or had to know your incapacity to take the examination, you do so at your own risk. In this case, you cannot invoke your inability to take an examination either after you have completed the examination or when the examination is interrupted. Only in the event that the illness was not recognisable to you before the examination or has worsened significantly during the examination, the incapacity to take part in the examination may be taken into account if the examination is interrupted under the above mentioned conditions.

V.) Exam nerves / participation in examination despite medical certificate / costs for medical certificates / case of doubt:

Problems caused by the examination itself (e.g. exam nerves) do not justify withdrawal.

If a doctor has issued a medical certificate which is valid for several days and you nevertheless take part in an examination during this time, you declare yourself fit for examination at the start of the examination. The result of this examination must be credited, regardless of the result you obtain.

This also applies if you were registered for two exams on one day and you are only taking one exam.

The University cannot cover the fees for a medical certificate.

In case of doubt, please contact the Student Service Office in due time!

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### **Unpunctual arrival**

It is essential that you make sure to arrive on time for the examination. Possible traffic jams, train delays, etc. (also in the case of snow and ice) must be taken into account by yourself.