



r

Landshut University of Applied Sciences  
Student Service Centre  
Am Lurzenhof 1  
84036 Landshut

Personal data:

First name and surname:	
Matriculation number:	
Study programme:	
Semester:	

Application date:

**Notification of non-attendance or withdrawal from an examination**  
**(in the event of short-term inability to take an examination)**

**The notification must be submitted no later than 3 days after the inspection!**

I hereby apply in accordance with § 25 APO

☐  
☐

Failure to an examination (= deadline due to failure to attend)

the recognition of withdrawal during an examination (= cancellation of the examination) for a reason for which I am not responsible.

Examination/module number

Name of the examination

Test

Test day and time

Reason:

Enclosed is <sup>evidence<sup>1</sup></sup> for the above reason:

1. qualified medical <sup>certificate<sup>2</sup></sup> (see information sheet on behaviour in the event of incapacity to take examinations due to illness; certificate of health impairments)

2.

(please specify other proof)

Date, signature of applicant

\_\_\_\_\_

<sup>1</sup>Applications without justification or evidence will be rejected without further enquiry

<sup>2</sup>An official medical certificate is always required for a third or fourth attempt

Decision of the examination board/examination committee: The application

☐  
☐  
☐

is approved.

The deadline for the examination to be taken is extended accordingly.

The application is not granted because .....

Date, signature

\_\_\_\_\_

## Certificate of health impairments that may justify inability to take the examination

### Explanations for the attending physician:

If students withdraw from or cancel an examination for health reasons, they must immediately notify the university in writing and provide credible evidence of the illness or the health reasons asserted in accordance with the applicable examination regulations. For this purpose, students require a medical certificate that enables the university to answer the legal question of whether they are unfit to take an examination on the basis of the information provided by a medical expert; i.e. the symptoms of the illness must be stated in a form that is understandable even for medical laypersons. A certificate of incapacity for work ("yellow slip of paper") is not sufficient!

Due to their duty to co-operate, students are obliged to disclose their complaints in order to determine their inability to take examinations and, **if necessary, to release the doctor treating them from their duty of confidentiality**. This does not mean that the doctor must disclose the diagnosis as such. A description of the physical and psychological effects caused by the illness is sufficient. However, stating the diagnosis may be appropriate in individual cases if it comprehensively describes the symptoms of the illness (e.g. feverish cold). This is in accordance with the Data Protection Act. According to Art. 16 para. 1 of the Bavarian Data Protection Act, personal data may be collected if knowledge of it is necessary for the fulfilment of the task of the collecting body.

### Details of the person examined

.....  
Surname, first name

.....  
Date of birth

..... Semester address  
(postcode, town, street, house number)

### Declaration by the doctor

My examination **today** on the question of the patient's inability to undergo examinations has revealed the following from a medical point of view:

**Diagnosis** (optional): ..... Expected duration of the

disease: from ..... to .....

### **Symptoms of illness/ type of performance impairment:**

.....  
.....  
.....  
.....

Exam anxiety/ exam stress is the cause of the above-mentioned symptoms

☐ Yes

☐ no

From my medical point of view, there is a significant impairment of the  
performance capacity

☐ Yes

☐ no

The health disorder is

☐ temporary

☐ permanent/not foreseeable

\_\_\_\_\_  
Place, date

Practice stamp

\_\_\_\_\_  
Signature of the doctor