

Information sheet on inability to attend an examination due to illness

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1. Inability to take an exam

a) before the start of an exam

The following applies in principle: If it is a first attempt and a student does not appear for the exam despite being admitted, the exam is considered not to have been taken. It is not necessary to provide proof of reasons for which the student is not responsible. The student can take the exam at the next possible exam date, provided that they re-register and are admitted to the exam.

However, if taking an exam is tied to a deadline (e.g. repeat exams, basic and orientation exams, if the standard period of study is exceeded), failure to take the exam will result in it being graded as "not sufficient", unless the student is unable to take the exam for reasons beyond his or her control. The reasons must be reported to the university in writing without delay and credible evidence must be provided. The form "Anzeige des Nichtantritts oder Rücktritts von einer Prüfung aus nicht zu vertretendem Grund" (notification of non-attendance or withdrawal from an examination for reasons beyond one's control) must be used for this purpose (see points 2+3). In the event that the application is granted, the deadline for taking the examination will be extended accordingly.

b) during an examination

The examination is deemed to have commenced when the examination paper is handed out. If a student withdraws during the examination, it will be graded as "not sufficient", unless the withdrawal is for reasons beyond the student's control. The reasons must be reported to the university in writing and credible evidence provided without delay. In this case, the student informs the examination supervisor that the examination is being discontinued for health reasons. Furthermore, the student must immediately submit the necessary notification in writing (= form "Notification of non-attendance or withdrawal from an examination for a reason beyond one's control") and provide credible reasons (see points 2+3). In the event that the application is granted, the deadline for taking the examination will be extended accordingly.

2. Determination of inability to take the examination/requirements for a medical certificate

“Immediately” means ‘without undue delay’. You must see a doctor **on the day of the exam**. **Retroactive certificates will not be accepted!** The notification and the certificate must be submitted to the Student Service Center **within three days** of the exam date.

“In writing” means that you submit the relevant form together with the original, qualified medical certificate, which is signed and dated by you, to the university. Under no circumstances does notification, e.g. by email or telephone, constitute the necessary written notification.

Medical certificates will only be accepted if they contain at least the following information:

- Time of examination
- Beginning of the illness and prognosis regarding its duration
- Exact description of physical and/or mental functional disorders (symptoms)
- Effect of the restrictions on performance
- Signature of the doctor and practice stamp

It is not necessary to state the diagnosis; however, stating the diagnosis may be useful in individual cases if it provides a comprehensive description of the symptoms of the illness (e.g. feverish cold).

A mere reference to inability to take exams or inability to work is not sufficient!

A certificate of incapacity for work (“yellow slip”) is not a medical certificate!

The form is available on the homepage at:

Studium/Im Studium/Downloads, which also contains an explanation for the treating physician. Please use this form if possible.

For the second or third repetition of an exam (“third attempt” or “Viertversuch”), a medical examiner may be consulted in justified cases.

3. Applicant's obligation to cooperate

If no qualified medical certificate is submitted, the student does not meet the requirement to credibly demonstrate their inability to take the exam. The student bears the burden of proof for the reason for withdrawal.

The student bears the costs for the necessary evidence.

All letters/notifications and certificates must be submitted in the original. Since the student bears the burden of proof for access, it is recommended, for example, to use a registered letter with return receipt or to hand it in personally. A notification, e.g. by email or telephone, does not in any case constitute the necessary written notification.

4. Withdrawal from an examination after the examination has been taken

Withdrawal from an examination and the assertion of an inability to take an examination after the examination has been taken is generally excluded. This applies in particular after the announcement of the examination grade.