



## Application for Examination Withdrawal due to Illness

### Personal Data:

Student ID:	Surname, Name:
DOB:	E-Mail:

### Declaration of the student:

Due to a temporary illness I hereby request the approval of the withdrawal of the following exam(s):	
Name and number of the exam(s):	Date of the exam(s):
Date:	Signature:

### Declaration of the doctor: (filled by the doctor)

The medical examination on ..... of Mr./Mrs. .... resulted in the following medical assessment (Symptoms/Type of Incapacitation): ..... ..... .....	
Duration of the illness: From: ..... To: .....	
There is a significant impairment for the performance:	<input type="checkbox"/> Yes <input type="checkbox"/> No
The impairment is temporary and not long-term:	<input type="checkbox"/> Yes <input type="checkbox"/> No
City, Date, Stamp	Signature:



### **Notes for the student:**

If you are unable to attend an exam due to illness and if you want to avoid the exam graded with 5.0 (insufficient), you must **immediately** submit a written request for approval of the withdrawal of the exam with the Board of Examiners. The application needs to contain information about the symptoms of the illness and the possible resulting impairment of the exam performance (§23, section 1, sentence two of your exam regulations). The application needs to be submitted no later than **three working days** after the examination took place.

Since the medical record must relate to the state of health on the day of the exam, the medical certificate can only be recognised if the medical examination took place the **latest on the day of the exam**.

In your own interest, it is recommended to submit the medical certificate personally. It is also possible to release the doctor from his/her confidentiality and to ask him/her to send the medical certificate to the board of examiners.

Please note that so called "Arbeitsunfähigkeitsbescheinigungen" cannot be accepted, as they do not state the symptoms of the illness.

The inability to take the exam can only be determined if your performance is acutely and temporarily severely impaired due to your illness. Illnesses that cannot be healed within the foreseeable future (long-term illnesses) do not affect regular academic performance and, for that reason, cannot be applied in determining an inability to take the exam. For disabled or chronically ill students, the possibility of disability compensation under the conditions of § 14 M.Sc. should be mentioned. Examination anxiety does not justify exam withdrawal since these stress factors apply to every student and are a part of the typical exam procedure.

### **Notes for the doctor:**

According to the Administrative Court's jurisprudence, the matter of exam incapacitation is a legal issue that needs to be answered by the Board of Examiners based on the medical expert's findings. Your medical professional's determination is therefore the basis upon which the Board of Examiners makes its judgment whether exam incapacitation exists or not. Please describe in detail the symptoms of the disease and the impact on the performance so that the Board of Examiners will be able to make an assessment without any queries.

A specific diagnosis is **not required**. An indication may be appropriate in individual cases if the symptoms of the disease are described at the same time. Please only state the diagnosis if your patient explicitly agrees to it.