

Information on withdrawing from exams due to illness in the Bachelor of Science and Master of Science programs

If you are unable to take an exam due to illness and wish to avoid receiving a grade of 5.0 (unsatisfactory), you must **immediately** submit a written request to the examination board for approval to withdraw from the exam, along with a medical certificate detailing the symptoms of the illness and the resulting impairment of performance (Section §23 (2) sentences 2 and 3 of the examination regulations for the Bachelor of Science, B.Sc.O., degree program, or Section §28 (2) sentences 2 and 3 of the examination regulations for the Master of Science, M.Sc.O., degree program).

If both are submitted to the examination board **no later than three working days** after the exam, this is considered to be without delay.

Since the medical findings must refer to the state of health on the day of the examination, a medical certificate can generally only be accepted if the examination by the doctor took place on the day of the examination **at the latest**.

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

So-called "certificates of incapacity" (Arbeitsunfähigkeitsbescheinigung) for work do not enable the examination board to assess the question of incapacity to take the examination, which is why approval of withdrawal is not possible in such cases.

Inability to take an exam can only be determined if your performance is acutely and temporarily impaired due to illness.

Illnesses that are not expected to be cured in the foreseeable future (chronic conditions) do not impair regular performance and cannot lead to a determination of inability to take examinations. Disabled or chronically ill students are advised of the possibility of compensation for disadvantages under the conditions of § 14a B.Sc.O. or § 14a M.Sc.O.

Exam anxiety/exam stress does not justify withdrawing from an exam, as these stresses affect all students and are a typical part of the exam process.

Hinweise für den Arzt / Ärztin

Nach der Rechtsprechung der Verwaltungsgerichte ist das Vorliegen von Prüfungsunfähigkeit eine Rechtsfrage, die vom Prüfungsausschuss anhand der von dem/der ärztlichen Sachverständigen festgestellten und zugänglich gemachten Befunde zu beantworten ist.

Ihre ärztlichen Tatsachenfeststellungen sind somit die Grundlage für die durch den Prüfungsausschuss erfolgende Beurteilung, ob Prüfungsunfähigkeit vorliegt. Beschreiben Sie deshalb bitte die Symptome der Erkrankung und die Auswirkungen auf die Leistungsfähigkeit so ausführlich, dass dem Prüfungsausschuss eine Beurteilung ohne Rückfragen ermöglicht wird.

Die Angabe einer Diagnose ist **nicht erforderlich**. Die Angabe kann in Einzelfällen zweckmäßig sein, wenn damit gleichzeitig auch die Symptome der Erkrankung beschrieben werden. Bitte geben Sie die Diagnose aber nur an, wenn Ihr Patient/Ihre Patientin damit ausdrücklich einverstanden ist.

Application for approval of withdrawal from an examination due to illness

To be submitted to the Examination Board of the Faculty of Engineering, to be submitted to the Examination Office, by post or email attachment. pruefungsamt@tf.uni-freiburg.de

I. Personal details of the student

Surname, First Name

Matriculation no.:

II. Declaration by the examination candidate

Due to temporary illness I am unable to take the exam, I hereby request permission to withdraw from the exam(s):

1..... on:

2..... on:

3..... on:

4..... on:

Date:

Signature:

III. Ärztliches Attest

Die Untersuchung von Herrn/Frau am hat aus ärztlicher Sicht Folgendes ergeben:

Krankheitssymptome/Art der Leistungsbeeinträchtigung:

.....
.....

Bezeichnung der Krankheit (Angabe nicht erforderlich; bitte nur ausfüllen, wenn der Patient/die Patientin damit einverstanden ist)

.....

Voraussichtliche Dauer der Leistungsbeeinträchtigung:

von bis

Aus ärztlicher Sicht liegt eine erhebliche Beeinträchtigung des Leistungsvermögens vor.

☐ ja ☐ nein

Die Beeinträchtigung ist vorübergehend und nicht dauerhaft. ☐ ja ☐ nein

ggf. ergänzende Bemerkungen:

.....
.....

Datum:

Praxisstempel

Unterschrift der Ärztin/des Arztes:



Information pursuant to §13 and §14 of the General Data Protection Regulation (DSGVO)

Withdrawal from examinations due to illness

The protection of your personal data is a matter of great importance to the University of Freiburg, and we want you to be fully informed about how your personal data is processed.

We process your personal data (hereinafter referred to as "data") in accordance with legal requirements and do so in a transparent manner. The following data protection information explains how your data is processed in connection with your application, for what purposes, and on what legal basis. You will also find information about contact persons and your rights.

Responsible party in terms of data protection law

Albert-Ludwigs-Universität Freiburg

legally represented by the rector / principal

Prof. Dr. Kerstin Kriegelstein

Friedrichstraße 39, 79098 Freiburg

0761/203-0

info@uni-freiburg.de

<https://www.uni-freiburg.de>



Responsible internal department

Technische Fakultät

Board of Ex c/o Prüfungsamt

Georges-Köhler-Allee 101

79110 Freiburg im Breisgau

Prüfungsamt Technische Fakultät <pruefungsamt@tf.uni-freiburg.de>

Date Protection Officer

Albert-Ludwigs-Universität Freiburg

Der Datenschutzbeauftragte

Friedrichstraße 39, 79098 Freiburg

datenschutzbeauftragter@uni-freiburg.de



Description of the processing activity and purpose of the processing and consequences of failure to provide data

If students are unable to take an exam due to illness and wish to avoid receiving a failing grade, they may immediately submit a written request to the examination board for permission to withdraw from the exam. A medical certificate detailing the symptoms of the illness and the resulting impairment of performance must be submitted.

According to the case law of the administrative courts, the existence of an inability to take an examination is a legal question that must be answered by the examination board on the basis of the findings determined and made available by medical experts.

The medical findings thus form the basis for the examination board's assessment of whether the student is unfit to take the examination. Symptoms of the illness and its effects on performance must therefore be described in detail by doctors so that the examination board can make an assessment without further inquiries.



Since the medical findings must refer to the state of health on the day of the examination, a medical certificate can generally only be accepted if the examination by the doctor took place on the day of the examination at the latest.

In your own interest, it is recommended that you submit the medical certificate yourself. It is also possible to release the doctor from his or her duty of confidentiality and ask him or her to send the certificate.

It is not necessary to provide a diagnosis. In individual cases, it may be useful to provide a diagnosis if this also describes the symptoms of the illness. The diagnosis may only be provided if the patient expressly agrees to this (voluntary disclosure).

Legal basis for data processing

Master data: Last name, first name, registration number, contact details;

Health data: Symptoms of illness/type of impairment, name of illness (only with patient consent), expected duration of impairment.

Rechtsgrundlagen der Datenverarbeitung



- *Art. 6 (1) subparagraph 1 lit. e, (3) General Data Protection Regulation (GDPR) in conjunction with § 12 (2) sentence 1 no. 1 c) Law on Higher Education Institutions in Baden-Württemberg (LHG) and § 23 (2) sentences 2 and 3 of the examination regulations for the Bachelor of Science, B.Sc.O. and Section 28 (2) sentences 2 and 3 of the examination regulations for the Master of Science, M.Sc.O. degree program of the applicable study and examination regulations.*

⌚ Art. 6 para. 1 subpara. 1 lit. a, Art. 7 GDPR, insofar as you have given us your consent to the above-mentioned processing (voluntary disclosure of diagnosis). Insofar as the data provided is voluntary or optional, we assume, based on your information, that you give us your (express) consent to process this data and process the data on this basis.

Storage period

The data will be deleted once it is no longer required for the above-mentioned purposes. Documentation of the withdrawal from the examination will be included in the student or examination file. The documents will be deleted no later than 5 years after de-registration..



Unless the data is necessary for the assertion, exercise, or defense of legal claims. Further exceptions may arise if the relevant conditions set out in Art. 17 (3) DSGVO are met.

If necessary, the data will be transferred to the relevant university archive, where it will generally be stored indefinitely.

Recipient Categories

University employees who process the data as part of their official duties.



Other recipients are only considered if we are legally obliged to disclose the information.

Your rights as a data subject



You have the right to obtain information from the University of Freiburg about the data processed about you (Art. 15 DSGVO).



You have the right to have incorrectly stored data corrected or completed (Art. 16 DSGVO).



Under certain conditions, you have the right to have your data deleted (Art. 17 DSGVO).



Under certain conditions, you have the right to restrict processing (Art. 18 DSGVO).



Under certain conditions, you have the right to data portability (Art. 20 DSGVO).



Furthermore, if you have given us your consent to process your data, you have the right to revoke this consent at any time, without affecting the legality of the processing carried out on the basis of your consent until revocation. You can also revoke your consent to the processing of individual data.

There are no disadvantages if you do not give or withdraw your consent. Unless consent is revoked, it is generally valid for an unlimited period of time.

You have the right to lodge a complaint with a supervisory authority if you believe that the processing of your personal data violates legal provisions. One such supervisory authority is, for example, the State Commissioner for Data Protection and Freedom of Information in Baden-Württemberg, E-Mail poststelle@ldi.bwl.de (<https://www.baden-wuerttemberg.datenschutz.de/>).



Information about the objection according to Art. 21 Abs. 1 DSGVO



You have the right to object at any time, on grounds relating to your particular situation, to the processing of data concerning you which is based on Art. 6 Abs. 1 Unterabs. 1 lit. e und f DSGVO.

If you have any questions about the processing of your data or wish to assert your rights as a data subject against the University of Freiburg, please contact datenschutz@uni-freiburg.de.

Additional information

For data protection information: Please refer to our general data protection information in the footer of our website <https://www.uni-freiburg.de/datenschutzerklaerung>

Additional note: As a precaution, we would like to point out that data transmission over the Internet (e.g. when communicating by e-mail) may be subject to security vulnerabilities. Complete protection of data against access by third parties cannot be guaranteed. In this respect, we recommend that emails with sensitive content be encrypted. Alternatively, you can also contact us by post.