

Illness During the Examination Period

The requirements for withdrawing from an exam due to illness are set out in Section 9 (3) RaPO (framework examination regulations for universities of applied sciences). An illness during the examination period which prevents you from taking the exam or forces you to discontinue the exam while it is in progress must be **reported immediately in writing** and substantiated by a **convincing medical certificate**. It is not the doctor who decides whether an illness is relevant to the exam, but the examination board. Therefore, the credibility can only be substantiated by a medical certificate containing the following information (see also the examination board decision of 13.12.2012):

- confirmation that the medical certificate is based on a medical examination completed by the undersigned physician personally,
- the date of the medical examination,
- the description of the current physical, mental and/or psychological functional disorders, which are due to illness and at the same time relevant to the exam, from a medical point of view. This description must be sufficiently precise and comprehensible so that the university can conclude from it whether the student was indeed unable to take the exam on the exam day, and
- the onset and probable duration of his or her inability to take part in an exam.

1. Non-participation in an exam due to illness (before the exam begins)

If you are obligated to sit the exam (repeat and/or orientation exam, exceeding the standard period of study) and you are unable to sit the exam during the exam period, the following applies:

Non-participation in the exam must be **reported immediately in writing** to the Examinations and Internships Office and a **request to grant an extension of the exam deadline** must be submitted. The inability to sit an exam due to illness must be proven in the form of a convincing medical certificate containing the information described above.

The Examination Board of your degree program will decide on the request to grant an extension.

2. Withdrawal from an exam in progress due to illness

If you have to interrupt the exam or study-related course work due to an acute illness, please note the following:

You must first notify the exam supervisor(s) that you are discontinuing the exam and then inform the Examinations and Internships Office immediately, using the form **request to withdraw from an exam**. The illness must also be substantiated by a convincing medical certificate. The medical examination must take place on the day of the exam. **Retrospective certificates are generally not recognized.**

The Examination Board of your degree program decides whether or not to accept the withdrawal.

Please note the detailed information on the procedure when illness prevents you from sitting exams.