

Lucerne, January 20, 2020

Department of Health Sciences and Medicine

Factsheet to Non-Appearance to Examinations in the MSc Health Sciences

- It is required to register for all written and oral exams, as well as for all other types of proficiency examination. It is not possible to sit for examinations without registration. (For information on the registration process please refer to the **“Factsheet examination registration MSc Health Sciences HS 2019”**)
- Examinations registrations are binding. Non-appearance without previously submitted written apology will be graded by grade “1” or “failed”
- Acceptable as an apology are reasons beyond the candidate’s control such as illness or accidents, the birth of a child, the death of a close family member and a verifiable traffic obstruction.
- In these cases, a de-registration has in any case to occur before the start of the examination via e-mail or telephone call to the examination administration. De-registration after the start of the examination is not possible.
- For de-registrations without consequences it is mandatory to hand in original receipts. Illness or accidents have to be proved by an incapacity confirmations from a doctor, the birth of a child by a birth certificate, the loss of a close family member by a death certificate or death notice and a traffic obstruction by a confirmation of the transport company.
- All confirmations have to be announced before the start of the examination and handed in at the examination administration in copy or original on the day of the examination.
- If the original confirmation cannot be provided on the examination date, the original confirmation together with an appropriate reason for the delay has to be provided within five (5) working days after the relevant examination date at the examination administration (postal stamp will be relevant).
- Doctor’s certificates have to provide the date of the incapacity, a stamp and the original signature of the doctor. Scanned signatures or consultation confirmations cannot be accepted.