

Date: March 20 2023

Information Sheet on «Non-attendance of Exams» for Exchange Students (Spring Semester 2023)

Be advised that only the German version of this information sheet is binding.
For exams held in German please consult the German version of this information sheet.

Withdrawal of the Exam Application

- Registrations for exams are binding after April 20 2023. Examinations that are not taken and have not been properly deregistered will be assessed with the grade 1 or «Failed» and will appear on your final transcript of records.
- A withdrawal from an exam without consequences after April 20, 2023 is only possible based on a medical certificate or in case of exceptional circumstances which make it impossible for the student to attend the exam (§20 W-StuPO 2016).
- You have to inform the Exam Administration Office by e-mail **before the exam starts** if you need to withdraw from an exam. Once the exam has started, it is no longer possible to withdraw from it.
- Medical certificates are only accepted if the following four conditions are met cumulatively:
 - 1.) The student must notify the Exam Administration Office of the medical certificate **before the start of the exam**. The medical certificate must then be handed in to the Exam Administration Office **on the day of the examination** (original certificate or copy thereof, attached to an e-mail, express delivery etc.). Confirmations of medical consultations are not sufficient.
 - 2.) If the original medical certificate cannot be handed in on the day of the examination, it must arrive at the Exam Administration Office within five (5) working days after the respective day of the examination. If sent by post, the postmark on the envelope serves as proof of the date of posting.

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 - 3.) The medical certificate must show the **original signature of the medical doctor, the date and stamp**. Medical certificates with a scanned signature are not accepted.
 - 4.) The medical certificate must state the begin, the duration and the degree of incapacity to work.
- The issuing or use of medical certificates, which are either incorrect in terms of their content or falsified, may lead to legal prosecution for medical doctors and patients respectively (cf. article 251 and 318 StGB). Suspected “complacency certificates” will be reported to the criminal authorities.