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### **Information Sheet**

## **Regarding Exam Withdrawal due to the Inability to Take an Examination and the Extension of the Processing Time for Final Assignments**

According to the examination regulations, an examination candidate can withdraw from an examination if, at the time of the examination, he/she is unable to take the examination. A prerequisite is that the **withdrawal is immediately declared** to the examination authorities **and** that the **reason for the withdrawal** is immediately given and **substantiated**.

An inability to take an examination, which justifies a withdrawal from the examination, is given, if the health of the examination candidate is temporarily impaired to such an extent that his/her performance during the examination would be considerably diminished.

The withdrawal (from an examination) must be expressly declared to the relevant examinations administration, e.g. standing examining board or the examinations office of the relevant department or to the University's Central Examinations Office. The declaration can be given in writing, via e-mail or telephone and also by an authorised person. To solely send a medical certificate is insufficient. With the declaration of withdrawal, the relevant reasons are to be given and substantiated, without a specific request to do so.

If an examination candidate considers him-/herself to be possibly unable to take an examination, he/she must immediately clarify this by visiting a doctor and by punctually, **before the examination begins, declaring his/her withdrawal**. If the declaration of withdrawal and the notification of the reason for the withdrawal are not undertaken immediately, a fail grade for the examination or part of the examination is the regular consequence. Immediately means "without undue delay". **A belated assertion of the inability to take an examination, aside from in a few exceptional cases, is not possible**. This is particularly the case if a candidate waits to declare his/her inability to take an examination until the result of the examination has been announced.

**The burden of explanation and proof for the inability to take an examination lies entirely with the examination candidate**, i.e. he/she must, in his/her own interests, disclose the **particular circumstances of the impairment of his/her performance**. Otherwise, the examination authorities will not have access to the basis for determining the inability to take an examination. In order to substantiate an inability to take an examination, a medical certificate is regularly required, which enables the examination authorities to decide, on the basis of the doctor's details, as a medical expert, whether the inability to take an examination can be verified in the case in question. Only the examination authorities can establish this and not the doctor. Therefore the medical certificate must include details about the symptoms or about the kind of performance impairment.

In the student's own interest, it is recommended to personally deliver the medical certificate. However, it is also possible to release the doctor from his/her medical confidentiality and to request him/her to deliver the medical certificate.

The previous statements also apply correspondingly to an application for the extension of the processing time for examinations in the form of written assignments.

**Please note:** the particular regulations of individual degree courses are to be observed. For instance, in some degree courses of some departments, a medical certificate from a doctor named by the University is required. A list of the named doctors is posted in the relevant departments. With the filled in and signed form (online under: [http://www.zpa.uni-konstanz.de/index.php?eID=tx\\_nawsecuredl&u=0&g=0&t=1426581849&hash=882a0e1194bff23226556ef2a5d5400cce1fe766&file=fileadmin/studium/pruefungen/Mitteilungen/Merkblatt\\_Pruefungsruecktritt\\_eng03-2014.pdf](http://www.zpa.uni-konstanz.de/index.php?eID=tx_nawsecuredl&u=0&g=0&t=1426581849&hash=882a0e1194bff23226556ef2a5d5400cce1fe766&file=fileadmin/studium/pruefungen/Mitteilungen/Merkblatt_Pruefungsruecktritt_eng03-2014.pdf) or available from the Central Examinations Office), the declaration of withdrawal can be submitted to the relevant examining board or to the Central Examinations Office.

**Ärztliches Attest für Prüfungsverfahren zur Feststellung einer Prüfungsunfähigkeit  
und Rücktrittserklärung wegen Prüfungsunfähigkeit**  
*Medical Certificate for the Verification Procedure to Determine the Inability to  
Take an Examination and the Declaration of Withdrawal  
due to the Inability to Take an Examination*

**zur Vorlage bei der zuständigen Prüfungsbehörde - Ständiger Prüfungsausschuss  
des jeweiligen Fachbereichs oder Zentrales Prüfungsamt der Universität Konstanz -**  
*To be presented to the relevant examinations authority – standing examining board of the  
relevant department or the Central Examinations Office*

**I. Persönliche Angaben der untersuchten Person/ Personal Details of the Person Examined**

Name, Vorname: <i>Last Name, First Name:</i>	
Mat.-Nr.: <i>Matriculation No.:</i>	
Studiengang: <i>Degree Course:</i>	
Zustellungsadresse: <i>Delivery Address:</i>	

**Abzulegende Prüfung(en) während der Dauer der Prüfungsunfähigkeit:**  
*Examination(s) to be Taken During the Course of Inability to Take an Examination*

Gegenstand/Thema <i>Subject/Topic</i>	Datum/Date	Art der Prüfung <i>Type of Examination</i>	
1)		<input type="checkbox"/> schriftl. <i>written</i>	<input type="checkbox"/> mündl. <i>oral</i>
2)		<input type="checkbox"/> schriftl. <i>written</i>	<input type="checkbox"/> mündl. <i>oral</i>
3)		<input type="checkbox"/> schriftl. <i>written</i>	<input type="checkbox"/> mündl. <i>oral</i>

**II. Erklärung des Arztes/Declaration of the Doctor**

Meine heutige Untersuchung zur Frage einer Prüfungsunfähigkeit hat aus ärztlicher Sicht  
Folgendes ergeben:

*My examination of today, regarding the question of the inability to take an examination, has shown  
the following from a medical viewpoint:*

**Krankheitssymptome/Art der Leistungsbeeinträchtigung:**  
*Symptoms of Illness/Type of Performance Impairment:*

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**Bezeichnung der Krankheit** (fakultativ, nur, wenn der Patient damit einverstanden ist oder  
allgemein bekannte Symptome beschrieben werden sollen, z.B. „grippaler Infekt“):

**Name of the illness** (optional, only if the patient agrees to this or generally known symptoms are  
to be described, e.g. “the common cold”):

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*Your medical determination of the facts is the basis for the assessment by the examination authorities of whether the inability to take an examination can or cannot be verified. Please describe the symptoms and the effects on the performance ability in detail, in order to enable the examination authorities to make an assessment without further enquiry.*

*It is not principally necessary to state the diagnosis. This may however be appropriate if it provides a comprehensive description of the symptoms. Please only state the diagnosis if the patient expressly agrees to this.*

*Please hand the medical certificate to the patient. If he/she requests you to personally deliver the medical certificate to the examination authorities, please release yourself from medical confidentiality and deliver the medical certificate to the examination authorities.*