

Procedure for withdrawing from examinations due to illness



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It is possible to withdraw from examinations up to 14 days before the beginning of the examination period (not the examination itself) without stating reasons - this does not apply to examinations for which registration is compulsory. After that point, the candidate must specify a compelling reason for withdrawal.

The important reasons cited for withdrawing or failing to attend must be submitted in writing to the Examinations Office responsible **without delay** and made credible, otherwise the examination in question will be graded as "unsatisfactory". If not due to illness, the examination board must be notified of the reasons.

Effective withdrawal requires a **declaration of withdrawal** and a **reason for withdrawal**. Withdrawal must be declared without delay, i.e. as soon as the declaration is reasonable for you in the circumstances; at the latest, on the day of the examination.

If the reason for withdrawal is "illness", a **medical** certificate must be submitted to the main Examinations Office **within three days** of the examination in question. **A standard sick note is not sufficient in this case**. It is essential that the medical certificate show how the condition impairs the student's performance, without stating what the condition itself is. Acute, temporary impairments to the student's health which have a substantial impact on their ability to work can be considered grounds for being unfit to take an examination. Not being "on form", exam anxiety, stress, nervousness, minor concentration problems or chronic conditions are not considered grounds for withdrawal. The candidate must provide credible evidence of the reason for withdrawal, which may require releasing your doctor from their duty of confidentiality.

In exceptional cases, a certificate from a public health officer may be required.

For each medical certificate, you must provide a cover sheet - the declaration of withdrawal - on which your name is clearly printed, your degree course and student ID number are stated and the examination from which you wish to withdraw is named. Please use the form provided by the Examinations Office, which contains all these points.

In addition, we would like to inform you that in the case of both approved and unapproved withdrawal, **the main Examinations Office will automatically register you for the examination resit (in the next examination period, as a rule in the following semester - compulsory registration)**.