

# CERTIFICATE OF INCAPACITY TO TAKE AN EXAM

## NOTES FOR STUDENTS

By registering for an exam, you have in principle entered into an obligation to take part in the exam(s) concerned. If you are unable to fulfil your exam obligations, you must inform the Exams Office immediately.

In the event of a withdrawal from a scheduled exam due to illness, you must submit a certificate of incapacity from the IU within three working days of the exam date. This must be uploaded within the deadline through Application Management on myCampus. This document is available as a download and must be completed by you and your doctor<sup>1</sup>.

You are responsible for bringing and providing proof. You must apply for withdrawal from the exam in writing or report your absence in writing. Please state the matriculation number, the module and the date of the exam and the corresponding exam performance.

If, however, it is already known when the certificate is issued that several exams will be missed during the period of inability to take the exam, the excuse for all affected exams must be submitted together in advance.

**IMPORTANT NOTE:** The certification of the inability to take the exam is **not** the same as the certification of the inability to work. The inability to take the exam must be certified on this form by your attending doctor. Otherwise the certificate will not be accepted.

**Please submit this form in due time through Application Management in the university administration system. Please note that only a fully completed form can be accepted in order to avoid disadvantages for you.**

If you have not notified us of your withdrawal or absence within three working days at the latest, or if your certificate is not recognised, the exam performance in question is deemed to be "not sufficient" in accordance with the Examination Regulations. Therefore, it is important that you know exactly how you have to proceed and what you need to do.

**Please note:** In the event that you instruct third parties to forward the notice, you must ensure that the submission has been carried out properly. Failure to do so on the behalf of your messenger will be your responsibility.

### FAQ

**Q: When must the certificate be submitted?**

A: In principle, the Examination Regulations of the university stipulate that the certificate must be submitted to the Exams Office no later than 3 working days after the exam date. Please upload it using Application Management in the university administration system.

**Q: How is the three-day period calculated?**

A: Exam X takes place on Monday (23.03.2020). The period begins on Tuesday (24.03.2020) and ends on Thursday (26.03.2020, 24:00). By then, the evidence must be available to the Exams Office (in the university administration system).

<sup>1</sup> In the dual study programme: For written assignments (exposé, project work, practical reflection, term paper, seminar paper), the application for an extension of the processing time must also be submitted.

**CERTIFICATE OF INABILITY TO TAKE AN EXAM FORM**

☒ I have taken note of the information on pages 1 and 2 and hereby declare my withdrawal from the exam performances listed below.

Date

Signature - Student

For submission to the university's Exams Office (upload in the university administration system))

**Personal data** (to be completed by the student)

Last Name

First Name

Address

Matriculation Nr.

E-Mail

Study Programme

**Exams affected by my illness**

Date of Exam / Submission Deadline	Type of Exam: Written Exam / Oral Exam / Presentation	Module Code	If there is a repeated incapacity to take the exam?*	
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes

\*) It is a case of repeated incapacity to sit an exam if you have already withdrawn from this exam due to incapacity to sit the exam or have already received an extension of time for this assignment due to incapacity to sit the exam (in each case regardless of whether in the 1st, 2nd or 3rd attempt at the exam).

**This section is to be completed in full by the attending doctor:**

**IMPORTANT NOTICE:** If students do not take an exam for health reasons, they must, in accordance with the provisions of the Examination Regulations, inform the university of these reasons in writing immediately after becoming aware of them and provide credible evidence. For this purpose, students need a medical certificate (if necessary also from emergency doctors/outpatient clinics or medical home visits), dated no later than the day of the exam, stating that they are unable to take the exam. The medical certificate can also be issued informally, provided that the information required below is included.

**My examination of the above patient's inability to take an exam has established that:**

**A)** There are symptoms of illness relevant to the exam which clearly restrict mental or physical performance, e.g. bed confinement, fever, pain or concentration problems due to taking medically prescribed medication.

**B)** These are not fluctuations in daily performance, exam stress or exam anxiety.

☐ In my medical opinion, there is a considerable impairment of performance capacity according to point A). I hereby expressly confirm that these are not impairments of performance as described under point B).

From a medical point of view, the patient is not eligible for the above-mentioned exam or is not able to work on the Bachelor's/study/Master's thesis during the period from \_\_\_\_\_ to \_\_\_\_\_.

Time of illness: ☐ before the exam ☐ during the exam

Time at which the illness was detected by the examinee: ☐ before ☐ during ☐ after the exam

Times (date and time) of the examination: \_\_\_\_\_ at \_\_\_\_\_ o'clock

Date of issue of certificate

Signature & Practice Stamp (**required!**) Doctor