

This is a courtesy translation. The sole legally binding document is the [,Hinweise zum Prüfungsrücktritt bei Krankheit im Studiengang Master of Science \(inkl. Vorlage für Arzt\)‘](#).

Indications for exam withdrawal due to illness in the course of study ‘Master of Science’

If you are sick and therefore not able to take your exam you need to hand in (1) the ‘Request for approval of exam withdrawal due to illness’ and (2) a ‘Medical certificate’ from your doctor (§ 28 art. 1 and 2 of the examination regulations for the course of study ‘Master of Science’, M.Sc.O.). This is necessary if you do not want to receive the grade 5,0 (deficiently / failed). Both documents have to be submitted to the examination board **immediately**. Immediately means not later than **three working days after the exam**. Both documents have **to be present** at the examination board not later than three working days after the respective exam.

The medical certificate has to include the following aspects: (1) Information regarding the illness’ symptoms and (2) the resulting performance reduction. The medical certificate has to refer to the health status at the day of the exam. Therefore, the medical examination has to take place not later than the exam’s day itself. Otherwise, it does not have to be accepted by the examination board.

A so called ‘Certificate of incapacity’ will not provide an approved withdrawal from the exam because from this document the board is not able to assess the inability to take the exam.

The incapacity to take an exam will only be accepted, if you are compromised in your performance on the basis of your illness acutely and temporarily. Illnesses which are not treatable in the foreseeable future are not considered to compromise the regular working capacity and do therefore not lead to the assessment of the incapacity to take the exam. Disabled or chronically sick students may use the possibility of the ‘disadvantage compensation’ under the prerequisites of § 14a M.Sc.O. Test anxiety and exam stress do not entitle to a withdrawal of an exam, as those stresses basically affect every student and are common for any exam situation.

On your personal behalf it is suggested you submit the medical certificate by yourself. It is also possible to release the doctor from her / his duty of confidentiality so that she/he can be asked to send the certificate instead.

Indications for the doctor

Following the jurisdiction of the administrative courts the presence of the inability to take an exam is a legal question. It has to be dealt with by the examination board in accordance with the medical findings, compiled and made available by the doctor.

Therefore, your medical fact-findings underlie the examination board’s assessment, if the inability to take an exam is present. Please describe the symptoms and their implications concerning the performance in detail, thereby the examination board will be able to come to an assessment without callbacks.

Disclosure of the diagnosis is not necessary, but in some cases suitable if, at the same time, describing the illness’ symptoms. Please do so just in case the patient explicitly agrees.

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Request for approval of exam withdrawal due to illness

**For submission to the examination board of physics
To be submitted to the examination office for physics.**

**Address: Hermann-Herder-Straße 3
79104 Freiburg**

I. Personal information of the student

Surname, Forename:
Course of study:
Address for service:

II. Statement of the examination candidate

Because of the exam incapacity due to temporal illness I herewith request the authorisation for the exam withdrawal regarding the following exam(s):

1. Date:
2. Date:
3. Date:.....

Date:..... Signature:

III. Medical certificate

The examination of Mr/Mrs/Ms on the revealed the following medical condition:

Symptoms / Nature of the performance reduction:

.....
.....

Name of illness (Information not required; fill out just in case the patient explicitly agrees)

.....

Probable duration of the performance reduction:

from until

From the medical point of view there is a significant performance reduction present:

yes no

The impairment is temporary and not permanent.

yes no

Additional comments, where appropriate:

.....
.....

Date:

Seal of surgery:

Signature of the doctor:

