



# OFFICIAL ANNOUNCEMENT

Bochum, 04/10/2017

Item 30/17

**Up-to-date**, important information  
on withdrawal from an examination  
due to illness or other reasons



## Technische Hochschule Georg Agricola

### **1. Certification and evidence of inability to sit the examination for reasons of illness**

- 1.1. If you withdraw from an examination due to an illness, please do so using only the form provided by **THGA**. This form needs to be completed and signed a) by the consulting doctor on page 1 and b) by the student on page 2. **Generally speaking, any doctor's notes used for certifying the inability to attend school or work are not sufficient as evidence of the inability to sit an examination.**
- 1.2. The **inability to sit an examination has to be certified by a doctor timely to the examination day**, usually on the examination day itself. If the examination day is a Saturday, the ill student has to present themselves to the medical emergency services; if the illness is of a longer-lasting nature, it can be sufficient if the inability to sit an examination is certified in retrospect on the Monday after the examination day.
- 1.3. When withdrawing from the examination, the student needs to state **for which reason and from which examination** they withdraw (page 2 of the form). Please note that the declaration of withdrawal may be ineffective if you fail to complete the details required.
- 1.4. The fully completed and signed form on the certification of an illness and the declaration of withdrawal from the examination have to be submitted **without delay, i.e. no later than three (3) working days after the examination day to the examination board** (address: Office Examination Board/Sekretariat Prüfungsausschuss, Ms Middelmann, Herner Str. 45, 44787 Bochum, 1/214) or delivered to the post box of the examination board. NB: *if the deadline is a Saturday, Sunday or public holiday, the deadline is automatically extended to the next working day (§ 193 BGB).*

### **2. Cancellation of the examination; voluntary examination despite inability to sit the examination**

- 2.1. The candidate has to inform the exam invigilator of any **sudden indisposition (e.g. nausea) before the exam papers are distributed** or of a later cancellation of the examination due to a suddenly occurring illness; the invigilator has to note this on the list of grades. Even in such cases the inability to sit an examination has to be certified by a doctor timely to the examination day, i.e. generally on the examination day itself using the form mentioned above, and the form has to be submitted without delay to the examination board.
- 2.2. If the candidate decides to voluntarily sit the examination despite their inability to sit an examination has been certified for that period, the examination attempt will be deemed as valid as the candidate was **aware of the risk** and **took this decision at their own discretion**. In such cases, the certified illness can no longer be acknowledged as a reason for withdrawal from the examination.



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### 3. *Withdrawal due to other reasons*

If a candidate withdraws from an examination **for other good reason** (except illness), an informal written application has to be filed with the examination board. Then, the examination board will decide on the application based on the reasons and documents provided.

### 4. *Informing the student of their examination result*

In the case that the certification of the inability to sit the examination was not acknowledged and the student failed the examination for that reason, the student will be informed **in writing**. Only because the comment 'doctor's note' has been entered into the list of grades, this does not mean that the withdrawal/the inability to sit the examination has been acknowledged. In the case that the student voluntarily sat the examination according to 2.2, the actually achieved result will be entered into the list of grades.