

## **General information on withdrawing from examinations due to illness**

Dear student,

The requirements that you must meet in order to withdraw effectively from examinations are governed by the provisions in your examination regulations. These are binding and final. You should therefore consult the respective department website for further information. In addition, we are pleased to provide the following **non-binding service information**.

If you are unable to sit an examination due to illness and wish to withdraw from it, you must immediately declare your withdrawal from the examination and provide evidence substantiating your inability to sit the examination on health grounds as soon as possible. In this situation, we advise you to pay particular attention to the following:

### **(1) Immediate declaration of withdrawal on health grounds**

It is essential that examinees incapacitated due to illness **immediately make a clear declaration** that they will be withdrawing from the examination. You will find a form that you can use to declare your withdrawal at <https://www.h-brs.de/de/form#allgemein>. Students in the Department of Electrical Engineering, Mechanical Engineering and Technical Journalism are requested to use the following form: [https://lea.hochschule-bonn-rhein-sieg.de/goto.php?target=wiki\\_wpage\\_21760](https://lea.hochschule-bonn-rhein-sieg.de/goto.php?target=wiki_wpage_21760).

Your declaration of withdrawal is understood to be **immediate** if it is made without undue delay. Unless otherwise specified in the applicable examination regulations, we recommend the following – **non-binding** – rule of thumb:

- declaration no later than the day of the examination itself

If you have to break off an examination that you have already begun, you will have to declare your incapacity to sit the examination on health grounds to the invigilator and have these circumstances documented in an invigilation report.

### **(2) Immediate proof of incapacity to sit examination on health grounds**

Examinees are responsible for proving that they are unable to sit their examinations due to illness.

If immediacy is not defined in greater detail in the applicable examination regulations, we recommend the following – **non-binding** – rule of thumb:

- the medical certificate should be obtained no later than the day of the examination  
If your examination is to take place on a Saturday, you can request a certificate at an emergency clinic or from your local medical emergency service, as doctor's offices are not usually open on Saturdays. You can for example try to contact the following emergency services:

On-call medical service **116 117**

Emergency clinic at the Malteser-Krankenhaus hospital in Bonn **0228 64819191**

- The medical certificate must be submitted no later than the third working day following the respective examination date

Once we receive your certificate, it will be booked in the examination administration program HIS-POS pending the examination board's final decision. You will then see the entry in the Student Information System (SIS).

### **Policy: medical certificate**

According to section 63(7) HG (Higher Education Act) NRW, a medical certificate citing **incapacity to sit the examination** is in principle sufficient evidence that the student is unable to sit the examination due to illness.

It is particularly important that the medical certificate contains the following information:

- The date or expected duration of the illness that has made the student unable to sit the examination
- The issue date and the doctor's stamp and signature
- Foreign-language certificates must be accompanied by an officially certified translation

### **Exception: certificate from a medical officer**

If there are sufficient material indications that the student would probably be able to sit the examination, the university or the respective examination board may request the submission of a certificate from a medical officer in accordance with section 63(7) HG NRW ([https://www.h-brs.de/files/ps\\_information\\_vertrauensaerzte\\_06-09-2017.pdf](https://www.h-brs.de/files/ps_information_vertrauensaerzte_06-09-2017.pdf)). The cost of obtaining a certificate from a medical officer will be covered by Hochschule Bonn-Rhein-Sieg University of Applied Sciences; the medical officer will bill the university directly. In this case, you can choose between a number of medical officers.

### **Special case: when a child falls ill**

If you are unable to sit an examination because your child is ill, please submit a certificate of the type your paediatrician normally issues for employers ("Ärztliche Bescheinigung für den Bezug von Krankengeld bei Erkrankung des Kindes" – medical certificate required to draw sickness benefit if a child falls ill). This will confirm that your child requires your care due to illness; on signing it, you will confirm that no other person is able to perform this task.

Please contact your examinations office if you have any questions. You will find the contact information for the competent administrators at <https://www.h-brs.de/en/examinations-office>.

Team Management Examinations

Office Sankt Augustin, March

2019