

Information on the notification and proof of valid reasons for non-attendance at an examination date

If a candidate cannot appear at an examination date for valid reasons, the withdrawal must be reported **immediately** in writing to the examination committee (via the student and examination administration) in accordance with the applicable examination regulations and must be substantiated by appropriate evidence.

"Immediately" means "without culpable delay" according to § 121 BGB.

Notification and evidence in the prescribed form must be cumulative.

Further explanations:

1. Immediacy of the notification

The immediate notification of a withdrawal for valid reasons must be sent in writing by e-mail (depending on the study program to spv-bwl@hhu.de or to spv-vwl@hhu.de) to the Student and Examination Administration. Corresponding evidence must be submitted in full within four calendar days in the original version.

This deadline may be met either

- by handing the documents in personally at the office hours of the Student and Examination Administration in return for a receipt, or
- by handing it in at a post office against receipt (registered letter). In the case of postal posting, the date of the postmark shall be decisive.

If there is any doubt about the timely submission, compliance with the deadline must be proven by presenting the receipt. **If the written notification incl. proof reaches the Student and Examination Administration in another way, the candidate bears the risk of not having been received by the Student and Examination Administration in due time.**

If an examinee commissions another person to submit the documents, their fault in missing the deadline shall be deemed to be the examinee's own fault.

2. Proof of valid reasons

a. Illness

Examinees who do not appear at an examination date in the event of illness must immediately consult a doctor who will certify the illness. In this case, "immediately" means that the candidate must see a doctor **no later than the day of the examination that has not been commenced and present a certificate with the date of issue of that day.**

In the case of examinations outside the regular office hours of the doctors, **the medical on-call service** must be called upon for this purpose.

Please be sure to note:

- A certificate of incapacity for work or a student certificate is not sufficient proof of incapacity for the examination.
- **Backdated certificates will not be accepted and will lead to the rejection of the application.**
- To simplify the attestation, the form " Medical certificate for submission to the student and examination administration of the Heinrich-Heine-Universität Düsseldorf" can be used. Otherwise, a **qualified certificate** with the following requirements must be submitted: Date of examination, expected duration of the illness, symptoms of the illness, type of impairment resulting from the illness, stamp and signature of the doctor.
- **Important:** A person who is unable to take an examination for health reasons is one whose performance is so impaired by **significant** health complaints that he/she is unable to demonstrate his/her professional knowledge and skills in a university examination. This is typically the case due to an **acute, temporary** impairment of health. Examination incapacity in the legal sense does not exist, for example, in the case of fluctuations in daily form, slight (not feverish) colds, examination stress and examination anxiety or permanent illnesses (with or without a fluctuating clinical picture).

b. Other valid reasons

Other valid reasons can be e.g. deaths within the family, court cases or similar.

Appropriate proof, e.g. death certificate, court summons, accident certificate, must also be submitted immediately (after issue).

3. Notification and proof of valid reasons after taking an examination

Abortion of an examination that has been started is generally excluded.

If a candidate falls ill before the start of the examination, he/she must draw the necessary consequences. This means that he/she must ask his/her attending physician whether he/she considers participation in the examination to be justifiable from a medical point of view or whether he/she recommends withdrawal from the examination. If the examinee takes the examination even though the attending physician has recommended withdrawal from the examination, withdrawal from the examination is excluded after the start of the examination. The same applies if the candidate knew or should have known under the circumstances that he/she was unable to take the examination. In this case, he/she may not invoke his/her incapacity to take the examination either after the examination has been taken or when the examination is discontinued.

In the event that the illness was not recognizable to the candidate before the examination and he/she therefore had no reason to make use of the possibility of withdrawal, the inability to take the examination may be considered retrospectively. These prerequisites are particularly given in the case of undiagnosed illnesses as well as illnesses which were known to the candidate before the examination, but which did not impair the candidate's ability to take the examination until the beginning of the examination and which worsened so significantly during the examination that an inability to take the examination occurred during the examination.

Candidates who appear for an examination appointment in the event of illness and discontinue the examination must see a doctor **immediately** after the discontinued examination, who will certify the sudden incapacity to take the examination during the examination as well as the time of the doctor's visit.

With regard to immediacy and proof, unless otherwise specified here, the same conditions apply as in the case of non-appearance for an examination for valid reasons.

In the event of a discontinuation of the examination, the medical on-call service or the outpatient departments of the clinics are to be called upon, insofar as the proof is to be provided outside the office hours of the medical practices.

Medical certificate

**for submission to the student and examination administration of the
Heinrich-Heine-Universität Düsseldorf**

Please note:

According to the current examination regulations, a withdrawal from an examination due to illness must be reported **immediately** to the examination board (via the student and examination administration) and must be substantiated. In this case, immediate means that the candidate must see a doctor **no later than the day of the examination that has not been commenced and submit a certificate with the date of issue of this day**. In the case of examinations outside the regular office hours of doctors, the **medical on-call service** must be used for this purpose. A certificate of incapacity for work is not sufficient proof of incapacity for the examination. **Backdated certificates are generally not recognized and lead to the rejection of the application for withdrawal.**

The immediate notification of a withdrawal due to illness must be sent in writing by e-mail (depending on the study program to spv-bwl@hhu.de or spv-vwl@hhu.de) to the Student and Examination Administration. The original, fully completed medical certificate must then be submitted within **four calendar days**.

1. To be filled in by the student

Family name		First name	Date of birth
Street and number		Postcode and city	
Matriculation number	Study program	Title and number of the module	Date of examination

2. Explanatory notes for the doctor

A person who is unable to take an examination for health reasons is one whose performance is so **impaired by significant health complaints** of a physical or psychological nature that he/she is unable to demonstrate his/her professional knowledge and skills in a university examination. This is typically the case due to an **acute, temporary** impairment of health. Examination incapacity in the legal sense does not exist, for example, in the case of

- Fluctuations in daily form
- Mild (non-feverish) colds
- Exam stress and exam anxiety (The ability to control or compensate for exam anxiety is expected in the exam)
- Permanent restriction of the ability to perform (permanent condition with or without fluctuating clinical picture(s)).

3. Declaration of the doctor

The above-named person has been examined by me at _____ (date).

Her/his performance is temporarily impaired by **acute and significant health complaints** to such an extent that she/he is unable to demonstrate her/his knowledge and skills in a higher education examination and is ill and unable to take the examination in the sense outlined under point 2

from _____ until presumably _____.

Place, Date*

Name, Signature, Practice stamp (original)