

Withdrawal from exams for students of medicine

Withdrawal from exams for students of dentistry (only valid for pre-clinical exams from the area of human medicine)

Düsseldorf, 26 October 2023

Dear students,

If a student misses an exam due to a compelling reason, they must notify the Exam Coordination Team of the reason without delay and at the latest after seven working days, and provide credible proof in the form of suitable documents.

If the compelling reason is accepted, the exam will be recorded with the note “excused from participation” (i.e. the exam will not count as a “failed attempt”). If you do not submit proof or do not do so before the deadline, or the proof submitted does not substantiate a compelling reason, you will be deemed to have failed the exam (“failed attempt”). Compelling reasons may include e.g. unfitness to take an exam due to illness, pregnancy or the death of a close relative.

To ensure submission before the deadline, you can send notification of the reason for missing the exam and supporting documents in electronic form via e-mail to pruefungen.studiendekanat@hhu.de or by post. The date of the receipt stamp shall apply for notifications sent by post. The address is: Heinrich Heine University Düsseldorf, Office of the Dean of Studies of the Medical Faculty, Exam Coordination Team, Building 17.11, Postfach 1102, 40204 Düsseldorf, Germany.

The student is responsible for ensuring that proof is submitted before the deadline. Where documents are submitted electronically, the Exam Coordination Team reserves the right to request submission of the original documents.

Professor Dr Ulrich Decking
Administrative Director

Dr Wiebke Glowatz
Exam Coordination

Tel.: +49 211 81-06442
[pruefungen.studiendekanat@uni-
duesseldorf.de](mailto:pruefungen.studiendekanat@uni-duesseldorf.de)

Heinrich Heine University Düsseldorf
Office of the Dean of Studies of the
Medical Faculty
Postfach 1102
Building 17.11, floor 01, room 17
Moorenstrasse 5
40225 Düsseldorf,
Germany

<https://www.medizinstudium.hhu.de/en/>

If you miss the exam due to illness, a corresponding medical certificate is required, e.g. a certificate proving unfitness to take an exam or proving unfitness for work. The form "Medical certificate for submission to the HHU Registrar's Office" and medical certificates for schools will not be accepted.

The medical certificate should be issued before the scheduled exam time and must be issued at the latest on the first working day after the exam. It must include the following formal criteria: the date on which unfitness to take the exam is determined and the duration thereof, stamp of the medical practice, signature of the doctor.

Neither the Exam Coordination Team nor the Registrar's Office can access sickness notifications issued electronically by health insurance companies.

Best regards,
Your Exam Coordination Team at the
Medical Faculty