

## **INFORMING THE EXAMINATION COMMITTEE**

### **Withdrawal, failure to attend, and inability to sit an exam**

Guidance concerning withdrawal, failure to attend and inability to sit an exam can be found in Article 8 of the MPO.

In general, if a candidate has to withdraw from an exam or call in sick, this is to be reported to the Chairperson of the Exam Committee (in the interest of expediency, this can be done by e-mail or fax; a doctor's certificate can be subsequently submitted by post). If the Chairperson of the Exam Committee acknowledges the legitimacy of the candidate's reasons for withdrawal (this applies to post-deadline withdrawals only), the candidate is informed of this in writing. In this case, the exam shall take place at the next possible date. The examiner specifies the date and type of the exam, informing both the examinee and the Chairperson of the Exam Committee.

### **Withdrawal in due time**

Students can withdraw from an exam without providing a reason up to one week prior to the date of the exam. In this case, the exam counts as not taken, and can be sat at the next exam date. The Exam Committee shall be notified of the withdrawal in due time; preprinted forms are available for this purpose. A verbal agreement with the examiner is not sufficient! Students who for valid reasons cannot take part in an exam may apply to take the exam at another date. In this case, however, not only must the Exam Committee be informed of the withdrawal in due time, but credible reasons must be provided. If the Chairperson of the Exam Committee recognizes the reason as legitimate, the student will be informed of this in writing. In this case also, care should be taken to inform the Exam Committee immediately. A verbal agreement with the examiner is not sufficient! (Preprinted forms are available for this purpose as well.)

### **Failure to attend, illness**

If a candidate fails to appear on the day of the exam without having withdrawn from the exam in due time, this is considered failure to attend. The Chairperson of the Exam Committee shall be informed immediately of a valid reason for the candidate's failure to attend or withdrawal after the deadline. In case of a medical reason, a doctor's certificate must be presented. In individual cases, the Chairperson of the Exam Committee can insist on a medical certificate from a medical doctor enjoying the special confidence of the Exam Committee.

If a student fails to appear at an exam without a valid excuse, a grade of "nicht ausreichend" ("inadequate") (5.0) will be awarded ("failure to attend"), or if he or she withdraws before the end of the exam without a valid reason ("withdrawal"). The same applies when a written exam is not completed during the prescribed exam period.