

*This is an English translation of the original “Arztzeugnis – Phil.-nat. Fakultät Vorgehen bei Prüfungsabmeldung und Arztzeugnissen” issued in German.
The German version is valid.*

Doctor`s certificate – Faculty of Science

Procedure for deregistration from exams and requirements for doctor`s certificates

Basis: [Article 32 - Regulations governing the studies and assessments at the Faculty of Science \(study regulations Faculty of Science \[RSL Phil.-nat. 18\]\)](#)

General terms:

- The doctor`s certificate should contain the following wording (or something to that effect): „**Ich bestätige, dass oben genannte/r Patient/in aus medizinischen Gründen (Datum oder Zeitraum) nicht in der Lage war, eine Prüfung/Prüfungen abzulegen.**“.
- If the doctor`s certificate is handed in too late or not at all, the exam will be graded with the mark 1.
- Students with a doctor`s certificate are not allowed to take any exams during the assigned time of absence/illness.

Procedure for deregistration from exams caused by illness **BEFORE** the beginning of the exam¹ (after regular deregistration deadline according to article 32 paragraph 2 RSL Phil.-nat. 18):

- Please notify your exam deregistration caused by illness to the administration of the directorate of studies (cc lecturer) immediately and hand in your doctor`s certificate (scan or original, wording see above) within 5 working days.

Procedure for deregistration from exams caused by illness **AFTER** the beginning of the exam:

- Students who cannot take an exam due to sudden illness, need a doctor`s certificate (Dr. med., wording see above). They must notify their absence as quickly as possible to the administration of the directorate of studies (cc lecturer) and hand in the doctor`s certificate (scan or original) as quickly as possible (preferably immediately after the exam, latest within 5 working days).
- Students who complete an exam without immediate notification of illness cannot make medical claims thereafter. Any such doctor`s certificate will not be accepted.

Please note the following three points:

- If you deregister from exams caused by illness repeatedly, please contact your directorate of studies and discuss if special measures are possible/needed such as a Disability compensation.
- Please keep in mind that repeated exam deregistrations caused by illness may result in you requiring an extension of duration of study (German: Studienzeitverlängerung) for which you need the approval of your directorate of studies or the study committee, respectively.
- Students who fail to take any exams for one year may face exclusion from studies (article 13 paragraph 2 RSL Phil.-nat. 18). Exceptions are important reasons according to Article 35 UniV.

¹ In case of other important reasons (namely pregnancy, accident, military service, or death of a related person) please contact your directorate of studies directly.