

Otto-Friedrich-Universität Bamberg



Information on illness-related non-attendance/withdrawal from an examination, and information on illness-related extension of processing deadlines for seminar papers and final theses (medical certificate requirements)

If students are unable to participate in a written/oral/practical examination, the reasons must immediately be communicated in writing to the Office of Examinations in the case of centrally administered examinations and to the respective examiners in the case of decentralised examinations (individual course examinations) and must be substantiated. This also applies if students are registered for a written/oral or practical examination that takes place during the period covered by a previously recognised medical certificate (deadline suspension of a seminar paper or thesis).

Immediacy indicates that the **original** certificate or form (fax and pdf file are not originals) must be submitted to the Office of Examinations **no later than three working days** after the examination date in the case of centralised examinations or to the respective academic unit in the case of course examinations.

Submissions by email/fax are not sufficient and will not be accepted or answered. *The only exception is if you are in quarantine and are not allowed to leave your home. In this case, please immediately contact the Office of Examinations/respective academic unit by email regarding the next steps.*

For centrally administered examinations (all faculties' degree programmes) and for final theses (except for degree programmes in the Faculty of Information Systems and Applied Computer Science, BA/MA programmes in Political Science and Sociology, and the MA programme in Survey Statistics), the medical certificate must be sent to the Office of Examinations!

For final theses in the degree programmes of the Faculty of Information Systems and Applied Computer Science, as well as the BA/MA programmes in Political Science and Sociology, and the MA programme in Survey Statistics, the medical certificate must be sent to the responsible examining board!

Postal delivery of the medical certificate to the Office of Examinations:

Universität Bamberg Prüfungsamt 96045 Bamberg

or self-delivery: at the central mail office, Kapuzinerstr. 16 / mailbox next to the main entrance. When delivering yourself, please ensure that the sealed envelope is labelled "An das Prüfungsamt, K25".

Office of Examinations opening hours:

Mon. – Fri. 10:00 h – 12:00 h

For decentralised examinations as well as term papers and seminar papers, the medical certificate must be sent to the respective academic unit!

If an **illness-related inability to participate in an examination** is claimed, the following applies:

The examination authority is responsible for deciding whether a candidate is unable to participate in the examination. Therefore, a certificate based on a medical examination conducted on the day of the claimed inability to take the examination must be submitted. As a rule, the medical certificate must therefore be issued on the day of the university examination and can only be valid for the respective examination day – but not longer!

The medical certificate must verify **current** illness-related and examination-related physical, mental and/or emotional impairment, such that the examination authority can conclude whether the candidate was actually unable to participate in the examination on the scheduled date. The certificate does not need to include a medical diagnosis. At the end of the certificate, the doctor should state whether they consider the student to be medically unfit for the examination.

Certificates of incapacity for work and certificates with statements such as “not fit to study”, “not fit for the university”, “cannot attend university/school” will not be recognised.

If you are unable to take an examination for health reasons, you must use the relevant form provided by the Office of Examinations when visiting a doctor:

- If unable to participate in **written/oral/practical examinations** for health reasons:

Once a certificate has been approved, this is entered in FlexNow!; no separate notification is issued.

- If unable to complete a **term paper or final thesis** for health reasons:

For final theses, you will receive a separate notification from the Office of Examinations or the Examining Board regarding the suspension of the deadline and informing you of the new submission date. For term papers, the new deadline date will be announced by the relevant academic unit.

If a student is hospitalised on the day of an examination or during the processing period for seminar papers and final theses, a certificate from the hospital must be submitted immediately.

For examinations taken despite illness, the following generally applies:

As soon as you begin an examination despite being ill, this illness will generally no longer be recognised as a reason for withdrawal. This applies regardless of whether you can present a relevant medical certificate. If you take an examination in the knowledge of your own symptoms, you are knowingly accepting this risk, which also includes a misjudgement of your capabilities. The examination will then be assessed regularly.