

Chairman of the Examination Board

Illness when Taking Exams

- Illnesses affecting ability to take part in studies or exams to an extent that might require an extension of study periods or exam deadlines must be notified to the chairman of the examination board immediately after occurrence.
- Only certificates from a doctor (medical officer) designated by the examination board or proof of inpatient treatment are recognized. Students shall be liable for the costs of medical examinations.
- The doctor (medical officer) designated by the examination board is the public medical officer of Ingolstadt health authority (address: Esplanade 29, 85049 Ingolstadt).
- Students who are unable to contact the medical officer for reasons not attributable to them shall submit an official medical certificate from the locally competent health authority. This shall give reasons, in addition to all requirements of certificates from the medical officer, for why the student is unable to contact the medical officer.
- In case of illnesses before the exam starts, the medical officer shall always be consulted before the start of the exam.
- Inability to complete the exam arising during the exam shall be notified to the supervisor through immediate withdrawal from the exam (with a note in the examination minutes). The participant in the exam shall contact the medical officer immediately.
- Contacting the medical officer:
 - If a student is unable to meet the medical officer at Ingolstadt health authority, he shall arrange for his appearance to be certified by Ingolstadt health authority in writing with a signature and stamp, indicating the date and time. The medical officer shall be contacted again the following working day. Confirmation of appearance on the previous working day shall be submitted.
 - If nobody is available at Ingolstadt health authority, the student shall immediately notify the examination office (Mrs. Dengler) and/or the chairman of the examination board of his visit to the health authority, indicating the date and time. If the student fails to do so or provides false data, the medical officer shall be deemed not duly contacted. The medical officer shall be contacted again the following working day.
 - These rules apply simultaneously if the student is unable to contact the medical officer and therefore has to consult another public medical officer.
- Content requirements for certificates from the medical officer:
 - Period and type (oral and/or written) of inability to take part in exams.
 - Description of health impairment and indication of the resultant impediment in the exam.
 - Simply referring to “inability to take part in the exam” is not sufficient.
 - Retroactively issued certificates are not recognized.

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- All certificates and verifications shall be submitted in a timely manner to the chairman of the examination board. In a timely manner means within 5 working days of the start of the illness. In case of failure to submit the medical officer's certificate in a timely manner, the participant loses any claim to additional exam options and deadline extension (formal rejection of application). Moreover, the participant shall inform the examination office (Mrs. Dengler) in writing of which exams are affected by the inability to take part in exams.
- In the event of illness, the student is generally not granted a deadline extension, but, upon application to the chairman of the examination board, an ad-hoc deadline extension is granted for relevant exams.
- This rule applies to all Examination Regulations at WFI - Ingolstadt School of Management of the Catholic University of Eichstätt-Ingolstadt and, with immediate effect, replaces the publications of the examination board of
 - 19.11.1999 (illness on the exam date), and
 - 01.11.1997 (illness during exams)

Ingolstadt, 19.11.03

signed: Prof. Klaus D. Wilde

(chairman of the examination board)

(amended on 07.08.2007)