

INFORMATION FROM THE EXAMINATIONS OFFICE ON WITHDRAWING FROM EXAMINATIONS

The following information does not apply to Staatsexamen examinations; it only applies for students at the Ingolstadt School of Management if no alternative provisions are given in the study and examination regulations. (Last updated: March 2012)

1. Basic information

The examination regulations for the degree programs at the Catholic University of Eichstätt-Ingolstadt allow for the possibility of withdrawing from an examination. In cases in which students wish to withdraw after the end of the regular withdrawal period, they must provide reasons accompanied by suitable proof immediately.

Students must therefore submit a written declaration of withdrawal from the examination explaining their reasons. Suitable proof demonstrating the reason for withdrawal must be attached (in the case of illness, a doctor's certificate [ärztliches Attest]; depending on the examination regulations this may have to be from an official medical examiner [amtsärztliches Attest] or from a specific doctor [Vertrauensarzt] named by the University). The declaration of withdrawal and proof must be submitted to the Examinations Office. Examinees are responsible for ensuring that they obtain proof that the documents were received (registered mail with receipt, confirmation of receipt from the office). If examinees inform the Examinations Office of their withdrawal via telephone, they must still ensure that their written declaration is received on time.

Examinees must also inform the examiner of their withdrawal (by telephone or e-mail).

Examinees may use the form entitled Declaration of withdrawal from examinations, which is available on the Examinations Office's website, to declare their withdrawal. If they are withdrawing because they are unable to take examinations due to illness, they must attach a doctor's certificate to the declaration of withdrawal.

More information on this topic is available in the document entitled Information on what to do when unable to take examinations due to illness, which is available on the Examinations Office's website along with a template for the doctor's certificate (Form for demonstrating inability to take examinations).

The regulations for withdrawal from examinations apply to all types of examination (in-semester examinations such as presentations and written assignments, as well as final examinations such as oral examinations and written examinations).

The forms mentioned above are designed as templates that students may use if they wish. However, the Examinations Office will accept any certificate issued by a doctor, provided that it contains the information required by the Examinations Office and the board of examiners to determine whether the student is unable to take examinations (in this case: symptoms of the illness).

2. Legal consequences of withdrawing from an examination

If examinees are permitted to withdraw, they are considered not to have taken the examination. They may take the examination on the next date that it is offered. In the modular degree programs, students must register for the examination again in this case.