

Withdrawal from examinations

After the deadline for withdrawing from an examination (normally one week prior to the examination) has expired, you may only withdraw from an examination if you are able to present a good reason for doing so. If the examination board authorizes your withdrawal, your corresponding registration will be deleted and you will not lose an examination attempt. The reasons stated for missing or withdrawing from the exam are therefore to be immediately reported to the responsible examination board in writing and to be substantiated accordingly.

Please contact your [Office of Student Services](#) to find out whether the examination board has adopted regulations which differ from those stated above in their details!

Should you withdraw from an examination for reasons of sickness, you are required to submit a comprehensible medical certificate immediately. This certificate is to attest to your incapability of taking the examination and must be understandable for non-physicians. As announced by the Vice President for Academic Affairs in a letter of January 2011 and a letter of June 2011, the following regulations on medical certificates apply:

- When withdrawing **prior to an examination**, please present the form [Bescheinigung der Prüfungsunfähigkeit \(PDF file\)](#) to your medical practitioner. This form will assist your doctor in providing us with the information required for legal examination purposes. Please also note the information stated on the second page of the form.
- When withdrawing **during or after an examination**, you are required to see one of the doctors specifically designated by Cologne University of Applied Sciences. These doctors are especially familiar with the legal requirements for examinations. Please present the form [Bescheinigung der Prüfungsunfähigkeit \(Auftreten während der Prüfung\) \(PDF file\)](#) to your medical practitioner! You will find the names, addresses, phone numbers and specialties of the doctors designated by Cologne University of Applied Sciences on the second page of the form. Please also note the other information stated on the second page.

Please note: No doctors have been designated for the campuses in Gummersbach and Leverkusen yet. Your medical certificate may therefore still be issued by the doctor of your choice for the time being.

You will find printed versions of both forms in your Office of Student Services as well.

If you are unable to take an examination you bindingly registered for **due to the fact that your child is sick**, please provide the Office of Student Services with the medical certificate your pediatrician normally issues for employers (*Ärztliche Bescheinigung für den Bezug von Krankengeld bei Erkrankung des Kindes*; form "21"). On this certificate, he/she is to confirm that your child is in need of nursing or care for reasons of sickness. By signing on the bottom half of the form, you confirm that no other person was capable of handling this duty.

Potential costs incurred are to be borne by you. You are required to submit or mail your medical certificate immediately – normally within three days at the latest – to the Office of Student Services. Yellow-colored medical certificates for employment purposes (*Arbeitsunfähigkeitsbescheinigungen*) and certificates which do not include the required information will not be accepted.