



**Faculty of Life Sciences  
Examination - Withdrawal due to illness<sup>1</sup>**

<b>Surname</b>	
<b>Forename</b>	
<b>Student ID number</b>	
<b>E-Mail</b> (HU-Account)	
<b>Degree</b> (B.Sc., M.Sc./M.A., M.Ed.)	
<b>Title of degree programme</b>	
<b>Major/Minor</b> (only B.Sc. combined)	

I hereby declare that, due to illness, I **irrevocably withdraw** from the following examinations<sup>2</sup>:

Examination 1 (module title, examination number, date)
Examination 2 (module title, examination number, date)
Examination 3 (module title, examination number, date)

Date and signature of the student

**Please note the requirements according to § 107 ZSP-HU:**

**Withdrawal from the examination must be declared immediately to the examination office and an important reason for withdrawal must be substantiated.** In the case of illness, credible evidence must be provided in the form of a **certificate of inability to take the examination**. This medical certificate must be based on an immediate examination, usually an **examination on the day of the examination at the latest**.

**To meet the deadline, you can submit your withdrawal from the examination by e-mail to the examination office; the originals must be submitted later.**

**You will not receive a confirmation of receipt.** Please inform yourself independently and regularly in AGNES about the processing status. If your certificate gives rise to questions, your examination office will contact you by e-mail to your HU account without being asked.

Please note that an **inability to take an examination (NOT an inability to work)** must be certified by a doctor. You can use the template on page 2 of this form or you can use your doctor's own template.

<sup>1</sup> If you would like to extend the completion period for an examination (assignment, essay, report or similar) or your thesis, please use the "Completion time extension" form.

<sup>2</sup> If you withdraw from more than three examinations, please use an additional form.



**Certificate of inability to take an examination for submission to the Examinations Office / Examination Board**

If students do not appear for an examination for health reasons or cancel the examination, they must provide the responsible Examination Board with credible evidence of their illness. For this purpose, students require a certificate that allows the examination board to answer the legal question of whether they are unfit to take an examination on the basis of the information you provide as a medical expert.

Answering the legal question of whether the proven health impairment can justify non-participation or cancellation of the examination is the sole responsibility of the responsible examination board.

As it is not sufficient for this assessment to merely certify the inability to take the examination, you are requested to provide brief explanations. Due to their duty to co-operate, students are generally obliged to disclose their complaints in order to determine their inability to take an examination. This does not mean that you have to disclose the diagnosis as such, but only the physical or mental impairments caused by the illness.

Legal basis: § 107 Interdisciplinary Statutes for the Regulation of Admission, Studies and Examinations at Humboldt-Universität zu Berlin (ZSP-HU)

Statement doctor:

The patient [surname, first name] .....  
is from .....  
up to and including .....  
not able to undergo an examination.

Place, date, signature, stamp doctor