



## Department of Economics

### Withdrawal from Examinations (due to Illness)

Your illness must be reported **before the start of the examination** to the Examination Administration by e-mail to: [pruefungsverwaltung.wiwi@uni-konstanz.de](mailto:pruefungsverwaltung.wiwi@uni-konstanz.de).

Furthermore, a doctor of your choice must exam your inability to take an examination. For this purpose, **only** the form of the Central Examination Office can be used:

<https://www.uni-konstanz.de/en/study/while-you-study/examinations/current-information-and-forms/>

Please note that the form must be filled in completely (particularly, the examination(s) affected, the date and your signature). Please ensure that the doctor signs the form, gives the correct period of the performance impairment and that the form includes the stamp of the doctor's surgery.

The medical form must be issued on the day of the examination. In the case of prolonged illness, the medical form can be recognised if it is issued before the day of the examination. Medical forms, which have been issued at a later date, cannot be recognised.

Your medical form must be submitted on the same day to Mrs Böhler (either put it into the grey letter box next to F 258 or send by post to Mrs Böhler in the Department of Economics.

Address: University of Konstanz  
Department of Economics  
Box 137  
78457 Konstanz

### **When will my medical form be recognised?**

#### **Examples:**

*You feel ill on Saturday morning and do not feel like taking the Saturday examination. You inform Mrs Böhler of your withdrawal before the examination begins by e-mail.*

Scenario A: You see a doctor or a doctor on call, have the medical form filled in and post it.

⇒ You will be withdrawn from the examination.

Scenario B: You do not see a doctor until Monday and submit the medical form afterwards.

⇒ Medical forms issued retrospectively will not be recognised.

⇒ You will **not** be withdrawn from the examination.

*You feel ill on Thursday and do not feel like taking the Saturday examination. You inform Mrs Böhler of your withdrawal before the examination begins by e-mail.*

Scenario C: You visit a doctor on Thursday. The doctor diagnoses considerable performance impairment from Thursday to Saturday. You submit the medical form punctually.

⇒ You will be withdrawn from the examination.

Scenario D: You visit a doctor on Thursday. The doctor diagnoses considerable performance impairment only for Saturday.

⇒ The medical form was not issued on the day of the examination.

⇒ You will **not** be withdrawn from the examination.