

Master



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

Fachbereich I Wirtschaftswissenschaften

.....
Name, Surname

.....
Matriculation number

.....
Street

.....
E-mail

.....
Post Code and City

.....
Telephone number

Evidence of a valid reason for non-participation in, or withdrawal from an examination (§ 13 RStud/PrüfO)

***** Please note:** This form and the relevant documents must be submitted to the Master's office within 3 working days after the examination day at the latest! Saturdays count as working days ***

I could not attend the examination of the following module:

Degree programme:

Module title:

Module number:

- I was unable to attend the examination / submit the required assignment for the following valid reason. The circumstances involved lay beyond my control (the original documents/doctor's certificates must be attached):

.....
.....

The date of the repeat examination will be set and communicated to the candidate by the Master's study office. The repeat examination is mandatory. Should I fail to attend this repeat examination / submit the assignment I am aware that I will not be granted a further attempt. In case I should be unable to attend the repeat examination, I will present a specific doctor's certificate from a **public health officer (Amtsarzt)**.

- The written examination specified above is a repeat examination** (and I proved a valid reason for my absence for my first attempt). **I attach the medical certificate from the public health service to this form**, which details the circumstances of my non-attendance at the repeat examination.¹

There will be no letter of confirmation of my withdrawal. The confirmation can be found on Campus4U on the transcript of records.

.....
Date

.....
Signature of the student

¹ See also resolution of the master examination board 2016/20

Unattended examinations or not deliver examination papers will be graded as fail if you do not prove a valid reason within three working days. You are automatically registered for a repeat examination. The repeat examination will be communicated to the candidate. If you are unable to attend/deliver on the repeat examination date, you are required to hand in a medical certificate from the public health service within three working days according to decision of the Master's examination board meeting on 10 November 2016 (no.2016/20).

2016/20 Master's examination board meeting 10 November 2016

Incapacity for repeat examinations - doctor's certificate from a public health official (*Amtsarzt*),

Candidates who are unable to appear for a repeat examination (granted as the result of an excused absence in accordance with § 13 section 3 RStudPrüfO) are required to prove their incapacity with a medical certificate issued by a public health official (*Amtsarzt*). This proof is to be submitted on the relevant form and submitted by the required date (within three working days). A simple medical certificate is not sufficient. Exceptions to this requirement for a certificate from a public health official can be made for candidates who suffer from chronic illnesses or who are carers for those suffering from chronic illnesses.

If you are unexpectedly prevented from sitting an examination on the date of the repeat examination again due to illness, please contact your doctor to obtain a medical certificate **prior to visiting the local health authority** (ZMGA in Berlin). This report has to include all the necessary information required by the local health authority to assess your case independently. This means that the doctor's report has to be current and specific, stating the diagnosis and the estimated duration of your incapability to sit examinations. It should also include any test results, hospital leaving reports and x-ray images.

Afterwards visit the relevant local health authority (*Gesundheitsamt*) as soon as possible to obtain a medical certificate. Candidates resident in the city of Berlin are covered by the Central Medical Assessment office (**zentrale medizinische Gutachtenstelle, ZMGA**). Please note that the local health authority will only assess whether you are incapable of sitting an examination at the time of the medical examination. Medical certificates will only be issued retrospectively under very limited and specific medical circumstances. You need to present yourself at local health authority during their office hours **on the day of the examination**.

Appointments can be made here: Tel. 90229-2500 or e-mail zmga-anmeldung@lageso.berlin.de.

The homepage of the ZMGA can be found here (currently only in German):

<https://www.berlin.de/lageso/gesundheit/zentrale-medizinische-gutachtenstelle/>

Please bear in mind that the medical assessment at the ZMGA is **not free of charge**. The ZMGA will not perform any treatment, but will only assess whether you are incapable of sitting an examination.

You need to present evidence of incapacity to the university (Master's office) and submit the certificate from the public health official/ ZMGA within 3 working days after the scheduled date for the repeat examination.

* A "Repeat examination" is defined the re-scheduled examination which was triggered by the candidate's absence due to illness or other serious reason. The candidate is required to provide proof of these circumstances, after which they will be granted an opportunity to repeat the examination at a later date.

Decision of the examination board

- **The examination from which the candidate was absent will be graded as "fail" because the valid reason was not provided within due time or was not provided at all (§ 13 section 1 and 2 RStud/PrüfO).**
- **The candidate failed to submit a valid reason for their absence from the examination, which will be graded as "fail" (RStud/PrüfO § 13 section 2).**
- **The examination from which the candidate was absent will be graded as "fail" due to failure on the part of the candidate to submit a medical certificate issued by a public health official (Amtsarzt) (resolution by the examination board no. 2016/20, RStdu/PrüfO § 13 section 2).**

.....
Date

.....
on behalf of the examination board
(signature Master's office)

Legal remedies available:

A complaint can be lodged against this decision at the *Verwaltungsgericht* Berlin, Kirchstr. 7, 10557 Berlin, within a month of its being served

Last updated: Mai 2017