

Exam withdrawal; application for recognition of a valid reason

(to be filled out by examinee)

Personal data

Required information		Required information	
Last name, first name	<input type="text"/>	Study program	<input type="text"/>
Matriculation number	<input type="text"/>	Voluntary information	
Email	<input type="text"/>	Telephone	<input type="text"/>

Please note:

Withdrawal for a valid reason (lawful excuse) is possible only if the examinee

(1.) declares the withdrawal **promptly**, and **unequivocally**, and **unconditionally** and furthermore applies for formal recognition of a valid reason in a timely manner **and**

(2.) promptly declares the valid reason for the withdrawal and submits all necessary attestations for the valid reason.

Declaration of withdrawal from an exam and application for recognition of a valid reason (lawful excuse)

I hereby withdraw from the following exam(s):

Name of the exam	Date of the exam (in case of term paper: duration)	Lecturer/examiner	Withdrawal after the exam questions were issued?	
			No	Yes*
			No	Yes*
			No	Yes*
			No	Yes*

*A physician is to be consulted on the very same day in case of illness (see below).

I hereby apply for recognition of the following valid reason (lawful excuse) for the withdrawal:

impairment of my performance capability due to illness.

(further valid reasons).

I enclose proof (**in writing**) of the presence of a valid reason with this form.

Place, date

Signature of examinee

General information on withdrawal from exams:

- The Examination Office must be notified of a withdrawal at the earliest possible and reasonable moment (without culpable procrastination) in text form. The alleged reasons for the withdrawal or for a forfeit must be substantiated promptly in writing.
- Any further delay will result in a dismissal of the application if there are no attenuating circumstances as brought to bear by you.
- If a withdrawal from an exam occurs due to illness **after the start of the exam and after the exam questions were issued**, a physician or, as the case may be, the medical emergency service is to be consulted **on the very same day** in order to attest to the inability to take part in an exam.
- As a general rule, withdrawal after having begun the exam is impossible if the examinee can see the result of the exam in the electronic exam portal or has gained knowledge of the result in some other way.
- The application [this form] and the medical certificate attesting to the inability to take part in an exam may be submitted together; if the medical certificate cannot be submitted immediately: please (1.) submit the application immediately and (2.) submit the medical certificate promptly!
- Whether the valid withdrawal is correctly entered in the electronic exam portal (study account) will be evident shortly after the declaration of withdrawal /application for recognition of a valid reason (<https://basis.uni-bonn.de>). For technical reasons the exam will be shown as "angemeldet" (registered) in your study account. In the "Notenspiegel" (grade report) you may verify that the valid withdrawal with medical certificate (KR) has been entered.
- The exam will be graded "nicht ausreichend" (5,0) (fail) if a withdrawal for a valid reason is not granted.
- You will be notified about the recognition of a valid reason by the Prüfungsamt (Examination Office). You will receive a notification in case of a rejection of your application.

*** to be sent without delay to

Rechts- und Staatswissenschaftliche Fakultät
Wirtschaftswissenschaftliches Prüfungsamt
Adenauerallee 24 – 42

53113 Bonn