

Instruction sheet for the procedure in case of illness (or other withdrawal reasons)

PLEASE NOTE THAT FOR LEGAL PURPOSES ONLY THE [GERMAN VERSION](#) APPLIES

This information applies to all students who have registered for an examination at the Faculty of Economics and Business Administration and suddenly fall ill before or during the examination.

We strongly recommend familiarizing yourself with the regulations and this instruction sheet to avoid any disadvantages because of any neglect of your duties.

With your examination registration, you are obligated to take the examination(s) you registered. In compliance with the examination regulations, withdrawal within due time without giving a reason is possible via QIS within the withdrawal period published by the Examination Office. After this deadline, withdrawal is only possible in justified exceptions. Please check the information for each course in which you want to take an exam in the LSF course catalogue under the headings "Dates/Times/Location Group" & "Comments" (course organization and realization), "Certificates" (examination form) and "Prerequisites" (registration and deregistration deadline). In some cases, different deadlines and registration procedures apply.

Illness at examinations

1. You have to inform the Examination Office immediately in due form without any delay after the emergence of an illness.

Please note: If you experience health impairments and still take an examination, you are consciously taking the risk of a reduction in performance. This impairment is then ruled out as a reason for withdrawal.

If you registered for examinations despite a sick leave, you still have to declare a withdrawal to the Examination Office and submit a current medical certificate in case of an acute illness. Thus, the general rules of conduct explained in this instruction sheet apply to students on leave of absence, too.

2. Providing evidence: In line with your obligation to co-operate, you have to provide evidence of your inability to take an examination by presenting a medical certificate.

- Please see a doctor or turn to the university hospital immediately after the emergence of an illness or **on the day of the examination at the latest**.
- The doctor has to fill in the medical certificate "[Formular für die Bescheinigung der Prüfungsunfähigkeit \(Ärztliches Attest\)](#)" completely. The Examination Office does not accept any other certificates. This applies in particular to the "yellow certificates" (Arbeitsunfähigkeitsbescheinigung).
- If your illness lasts longer and therefore affects several examinations, it is sufficient to submit one medical certificate form listing all examination dates and examinations that fall within the period of illness.
- You have to submit the completed medical certificate immediately (without undue delay) per e-mail to the Examination Office (pruefungsamt@wiwi.uni-frankfurt.de). Please use significant subject lines (medical certificate, student ID number).

In case you ask a third party to forward the documents needed, please make sure, that a delivery took place in due form and time. You will bear the risk of any neglect of the third party.

- In case of doubt, a certificate of a public medical officer or a statement will be required.

3. The examining authority will then decide about the recognition of a withdrawal due to illness. You will receive notification via e-mail to your student mail-address (@stud.uni-frankfurt.de).

4. If a withdrawal is recognized, the affected examinations do not count. After the certified duration of illness, you have to take the remaining (not affected) examinations of the running examination period you registered for.

If you want to take affected examinations at a later date, you have to register for them in due time again.

5. If the reasons for withdrawal are not recognized, then affected examinations will be graded as „fail“ (5,0). If you want to retake the examinations, you have to register for them in due time again.



Illness while completing a written paper with a submission deadline

(e.g. Bachelor's or Master's Thesis)

1. You have to inform the Examination Office in due form immediately after the emergence of an illness which appears while completing a written paper with a submission deadline.
2. **Providing evidence:** In line with your obligation to co-operate you have to provide evidence of your inability to take an examination by presenting a medical certificate and submit a written application.
 - a. Please see a doctor or turn to the university hospital immediately after the emergence of an illness.
 - b. The doctor has to fill in the medical certificate „[Formular für die Bescheinigung der Prüfungsunfähigkeit \(Ärztliches Attest\)](#)“ completely. The Examination Office does not accept any other certificates. This applies in particular to the “yellow certificates” (Arbeitsunfähigkeitsbescheinigung).

In addition you have to fill in and sign the form “[Application for Extension of the Processing Time of a Bachelor's / Master's Thesis due to Illness](#)”
 - c. Then you have to submit the completed medical certificate together with the written application for extension immediately (without undue delay) to the Examination Office per e-mail (pruefungsamt@wiwi.uni-frankfurt.de).

In case you ask a third party to forward the documents needed, please make sure, that a delivery took place in due form and time. You will bear the risk of any neglect of the third party.

 - d. In case of doubt, a certificate of a public medical officer or a statement will be required.
3. The examining authority will then decide about the approval of an extension. You will receive notification via e-mail to your student mail-address (@stud.uni-frankfurt.de) as well as your supervisor.
4. In case of approval of an extension, your submission deadline will extend by the certified duration of illness.
5. In case of rejection of an extension, you have to submit your thesis by the original submission deadline.

The following applies to **Bachelor's and Master's Theses**:

An extension is possible by a maximum total of 50% of the processing time. This corresponds to an extension of

- **4,5 weeks** for the programmes: B.Sc. Wirtschaftswissenschaften, B.Sc. Wirtschaftspädagogik
- **9 weeks** for the programmes: M.Sc. International Economics and Economic Policy 2014, M.Sc. Money and Finance 2014, M.Sc. Betriebswirtschaftslehre 2014, M.Sc. (International) Management 2015/2016
- **6 weeks** for the programmes: M.Sc. Wirtschaftspädagogik 2014/2016

If the impairment lasts for a longer time, students can withdraw from the examination (thesis). The illness of a child the students has to take care of is equivalent to the student's inability to take an exam.

Extension of the processing time of a written paper with a submission deadline for other reasons

An extension of the processing time for other reasons is only possible on request in exceptional circumstances. You have to submit a written application for extension of the processing time for other reasons without any delay after the emergence of these reasons per e-mail to the Examination Office (pruefungsamt@wiwi.uni-frankfurt.de). Please enclose supporting documents. In addition, a written statement of approval of your thesis supervisor is required, which suggests a certain extension of time.

Important:

In all cases, you are obliged to provide and substantiate evidence. You are obliged to submit all supporting documents immediately (without undue delay) to the Examination Office. In the end, it is the examining authority, which decides whether a certified health impairment legitimates a withdrawal or not.

If you have any questions, please contact your Examinations Office by e-mail (pruefungsamt@wiwi.uni-frankfurt.de).

