

## Attention, please !!!

An examination shall be deemed to receive the grade "Insufficient " (5.0) or "Fail" if the candidate does not appear on the date for the examination without good cause, if he or she withdraws from the examination after the start without good cause or if he or she does not submit written examination work in time.

The reasons given for the withdrawal or non-attendance shall be notified in writing to the board of examiners without delay (usually within 7 days) and substantiated. In the case of illness candidates shall submit a medical certificate showing the facts of the medical findings which verify the inability to sit the examination in a generally understandable form. If the board of examiners does not accept the reasons it shall inform the candidate of this in writing.

### **What's to do in case of illness on examination day ?**

*First of all go and see a doctor immediately and ask him for a medical certificate.*

*If it's an oral exam, please give your examiner a call to make sure he doesn't wait in vain.*

*Please hand in a medical certificate (Attest, ärztliche Bescheinigung) stating the symptoms that prevented you from participating. A medical certificate is only acceptable, if it meets all legal requirements. If a medical certificate can't be accepted the exam will be marked as "failed".*

*The certificate must be handed in to Prüfungsverwaltung **one week after the exam's date at the latest.***

Never forget to state:        your name  
                                         your enrolment-No (Matrikel-Nr.)  
                                         the exam/subject concerned

### **Which possibilities are there to deliver a notification of illness to Prüfungsverwaltung ?**

→ **personaly:** *during opening hours*

*Clerk in charge: Frau Reiss*

**Opening hours:**

*Tuesday, Friday: 9 am – 12 am*

→ **mail box:** *off-time please use the mailbox on the groundfloor*

→ **postal:** *Technische Universität Dortmund, Prüfungsverwaltung Team 4  
MA Automation & Robotics, 44221 Dortmund*