

Form Certifying the Incapacity of Taking an Exam (Medical Certificate)

Formblatt - PU 1

➡ To be presented to the Office of Student and Examination Services at TH Köln

Rücktritt **vor** der Prüfung

An explanation for students:

Should you withdraw from an examination due to sickness, you are required to submit **a medical certificate of incapacity of taking an exam on the examination date** without delay (usually within three days).

Please note:

It is not sufficient if your physician confirms your incapacity of work. **The certificate must clearly state that you are incapable of taking an exam.** It may be necessary that your physician adds an annotation on the yellow medical certificate issued in case of incapacity of work or on this withdrawal form certifying your incapacity of taking an exam (see 2)). Otherwise the certificate cannot be accepted.

Please submit the completed form indicating the respective examination in due time at the Office of Student and Examination Services, either stapled together with the mandatory medical certificate or alternatively with section 2) (Doctor's statement) completed by your physician. It is not necessary that you submit the documents in person at the Office of Student Services. You are allowed to drop off the documents (without an envelope) at the designated mailbox outside of your Office of Student Services. You may also mail your documents directly to the Office of Student and Examination Services. You find the addresses of your responsible campus and the location of the mailboxes on the second page of this form.

1) Personal data and information regarding the respective exam (to be filled out by the student):

Last name:	First name:
Student ID:	Email:
Degree program:	
Examination(s) concerned; incl. PSSO examination number and date:	

2) Erklärung des Arztes (optional auch auf einer separaten Bescheinigung) /

Doctor's statement (optionally on a separate certificate):

Meine Untersuchung zur Frage der Prüfungsunfähigkeit bei o.g. Patient/Patientin hat aus ärztlicher Sicht Folgendes ergeben (bitte ankreuzen) / *After the medical examination assessing the aforementioned patient's ability of taking an exam I come to the following conclusion (please check):*

- ☐ ja (der o.g. Patient ist prüfungsunfähig) / *yes (the aforementioned patient is incapable of taking an exam)*
- ☐ nein (der o.g. Patient ist prüfungsfähig) / *no (the aforementioned patient is capable of taking an exam)*

<u>Dauer der Krankheit / Duration of illness:</u>	Von / from:	bis einschl. / until (incl.):
---	-------------	-------------------------------

Aus meiner ärztlichen Sicht liegt eine erhebliche Beeinträchtigung des Leistungsvermögens vor bzw. der Patient/die Patientin ist krankheitsbedingt an der Prüfungsteilnahme gehindert. /

From my medical point of view the patient's performance capability is reduced significantly or the patient is incapable of taking an exam due to illness.

Hiermit reiche ich meinen Nachweis der Prüfungsunfähigkeit ein. Sämtliche Angaben zu meiner Person und zur betroffenen Prüfung / zu den betroffenen Prüfungen habe ich ausgefüllt. /
I hereby submit proof of incapacity of taking an exam. I have entirely completed the personal data section and submitted all information on the affected exam(s).

X

Datum, Praxistempel und Unterschrift /
Date, stamp of doctor's office and signature

X

Ort, Datum, Unterschrift des/der Studierenden /
Place, date, student's signature

Technology
Arts Sciences

TH Köln

TH Köln (University of Applied Sciences)

March 2015

Information for students on missing and withdrawing from examinations

By registering for an examination, you have accepted an obligation to participate in the respective examination(s). If you are unable to fulfill this obligation, you are required to report this fact to the Office of Student and Examination Services **immediately, at the latest within 3 days**.

You have an **obligation to provide us with information and to produce documents in support of this information**. If you withdraw from an examination, you are required to file a written request. If you miss an examination, you are required to submit a written excuse. Please state the respective examination, your student-ID, your PSSO examination number and the examination date.

Should you already know at the time point of issuing of the medical certificate that you will miss several examinations over the period of your sickness, you are to submit the written excuse for all affected examinations in advance. Please make sure to submit all medical certificates as originals.

It is not necessary for you to hand in the documents in person. You may drop them off at the designated mailbox in front of your Office of Student Services during or outside of the office hours. If you wish to mail the documents, sending them in time by regular mail is sufficient. Please mail them to your responsible Office of Student Services:

Deutz & Leverkusen Campus
TH Köln
Studierenden- und Prüfungsservice
Studienbüro IWZ/LEV
Gustav-Heinemann-Ufer 54
50968 Köln

Südstadt Campus
TH Köln
Studierenden- und
Prüfungsservice
Studienbüro GWZ
Gustav-Heinemann-Ufer 54
50968 Köln

Gummersbach Campus
TH Köln
Studierenden- und
Prüfungsservice
Studienbüro GM
Steinmüllerallee 1
51643 Gummersbach

**Mailbox in front of the Office of
Student Services**
Betzdorfer Str. 2, 50679 Köln
Room number: ZN 2-6/7 und ZN 2-8

**Mailbox in front of the Office of
Student Services**
Claudiusstr. 1, 50678 Köln,
Room number F1.41 und F1.41a

**Mailbox in front of the Office
of Student Services**
Steinmüllerallee 1
51643 Gummersbach,
Room number 1.126b

In case you decide to have the documents forwarded by a third person, please make sure that the documents were submitted correctly. Failures on the part of the third person will be attributed to you. Should you not be able to mail the documents in due time or to assign a third person to submit the documents for you, you may send the completed form in individual cases along with a medical certificate issued by your physician via fax or via email in advance to adhere to the deadline. The original documents are to be submitted as soon as possible. Only then we will enter the excused withdrawal in your file.

Deutz & Leverkusen Campus
Office of Student Services
IWZ/LEV

Email: studium-iwz@fh-koeln.de
Email: studium-lev@fh-koeln.de
Fax: +49 221-8275-2190

Südstadt Campus
Office of Student Services
GWZ

Email: studium-gwz@fh-koeln.de
Fax: +49 221-8275-3030

Gummersbach Campus
Office of Student Services
GM

Email: studium-gm@fh-koeln.de
Fax: +49 2261-8196-6666

If you do not inform us about your withdrawal or absence within three days at most, or if we do not accept your given reasons, the examination in question will be deemed "insufficient" in accordance with the corresponding examination regulations. For this reason, it is of utmost importance for you to know how to proceed in such situations. Should you have any further questions, please contact your Office of Student Services.

Your Office of Student and Examination Services