

Application for exam withdrawal

at TUM School of Life Sciences

Please send the (electronically) completed and signed form by mail to: **withdrawal.co@ls.tum.de**
Please keep the original certificate. In individual cases, we reserve the right to request it.

Last name

First name

Student ID

Study program

Degree

Due to health¹ reasons I cannot/could not participate in the following exams:

¹ In case of other reasons, please enter them in the comments field and provide appropriate evidence

Exam number	Exam title	Exam Date
1.		
2.		
3.		
4.		
5.		
6.		
Comments		

A medical certificate (if necessary a trust medical certificate) stating the inability to take the examination² is enclosed
will be submitted at a later date

² Please refer to the information on page 2.

Date, signature Study

Additional notes on exam withdrawal

Please review the examination regulations outlined in section 10, paragraph 7 of the APSO

What to do in case of illness?

If you are unable to participate in an examination, you must immediately submit a written request for withdrawal to the Campus Office (withdrawal.co@ls.tum.de). A medical certificate must also be attached.

When must the medical certificate be produced?

The medical certificate must be the result of a physical examination performed on the same day as the withdrawal request.

What information must the medical certificate include?

Important: On its own, a confirmation along the lines of "unable to participate in examination: yes / no" is insufficient.

The examination committee can only approve withdrawal requests for the period in which the reasons for non-participation are deemed to be credible and documented. For this reason the medical certificate must contain the following information:

- ✓ The timeframe — beginning and end date — of the illness-related withdrawal.
- ✓ The medical certificate must state the reasons for withdrawal in such a way as to allow the examination committee to clearly conclude that you were unable to participate (i.e. mandatory bed rest or the inability to come to, and/or be physically present during the examination without experiencing severe pain or discomfort). A medical diagnosis is not required. If the attending physician believes a medical diagnosis provides a more plausible explanation than just a description of the symptoms, without unreasonably compromising the patient's privacy, a medical diagnosis can still be supplied.
- ✓ The physician is essentially tasked with providing a qualified medical opinion as to whether withdrawal from a course examination is warranted.
- ✓ If you are undergoing inpatient treatment, written confirmation from the hospital or treatment facility must be provided.

TUM partner physicians

If you are unable to participate in an examination due to illness, the chairman of the examination committee can request a medical certificate from one of the university's partner physicians.

[List of TUM's participating physicians \(PDF\)](#)