

## 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**

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Due to health<sup>1</sup> reasons I cannot/could not participate in the following exams:

<sup>1</sup> 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 examination<sup>2</sup>.  
is enclosed  
will be submitted at a later date

<sup>2</sup> Please refer to the information on page 2.

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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](mailto: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 \(PDF\)](#)