

## **Guidelines on what to do in the event of illness (or other withdrawals) during the degree programme in accordance with the Examination Procedure Regulations and the degree-specific examination regulations of the Faculty of Business, Economics and Social Sciences**

### **1. Obligations**

The candidate has certain obligations in his/her examination procedure. The Examination Office must be notified without delay and provided with credible evidence of reasons only apparent to the candidate that prevent her/him from properly taking an **individual examination in the examination procedure** as required. By registering for examinations, the candidate is then in principle obliged to take the corresponding examinations.

### **2. Notification and evidence**

If the candidate is unable to sit an examination, he or she must inform the relevant Examination Office without delay, **i.e. within 4 working days incl. the day of the examination** (withdrawal), or accept a failed attempt. This notification period is extended accordingly over Saturdays and Sundays.

Credible evidence must also be provided of the candidate's inability to take the examination. In the event of illness, **credible evidence must be provided in the form of a doctor's note, or in justified exceptional cases a medical officer's note**, certifying the candidate's inability to take the examination. You can find the appropriate form for this at <https://www.wiso.uni-kiel.de/en/studying/examination-office/form-center>. A "**certificate of incapacity to work to be presented to the employer**" will not be accepted.

It is important that evidence of the connection between the illness and the non-attendance of the examination is established. This is only possible **if the doctor's examination takes place directly before the examination date, on the day of the examination or the day directly after the examination**. In all other cases resulting in the candidate's inability to take the examination, credible evidence of the reason for this must also be presented without delay in the form of a suitable certificate.

Submitted medical officer's notes or doctor's notes become invalid as soon as the candidate sits an examination. This also applies if the medical officer's note or doctor's note certifies that the period of illness or inability to take the examination goes beyond the coming examination date. In this case, absence from a later examination must be certified by a medical officer's note. A note from the candidate's doctor is not sufficient.

### **3. Leaves of absence**

The Examination Office must be notified of circumstances which prevent the student from studying as required (e.g. prolonged illness, pregnancy, foreign study, etc.). An application must be submitted for leave of absence (Section 18 of the Immatrikulationsordnung (Registration Regulations) published 20/12/93, Bulletin of the Schleswig-Holstein Ministry for Education, Science, Research and Cultural Affairs (Nbl. MWFK/MFBWS Schl.-H.) 1993, p. 451).

The candidate cannot take leave of her/his studies of his/her own accord, as then he/she will bear the examination risk alone.

#### **4. Legal position**

The above is set out in the degree-specific examination regulations of the Faculty of Business, Economics and Social Sciences and the Examination Procedure Regulations (Rules) of Kiel University for Bachelor's and Master's degree students. Students are advised to view these documents. The requirement for "without delay" is strictly enforced, as this provision serves to prevent misuse by examination candidates taking an additional opportunity to sit examinations to which they are not entitled and which thus breaches the principle of equal opportunities.

#### **5. Extending the preparation period for a piece of work with a deadline (e.g. Bachelor's or Master's thesis or project)**

If the student is unable to take an examination due to illness, the date for submission of a thesis/project can be extended by at most half the preparation period, in accordance with the Examination Procedure Regulations. Specific details can be found in the relevant degree-specific examination regulations. (e.g. 4 weeks for a preparation period of 9 weeks). The topic should be returned in the event of a more prolonged illness. The candidate is not considered to have failed and can take on a new topic.