

Withdrawal from an examination

What is meant by withdrawal from an examination?

Withdrawal from an examination refers to withdrawing from an exam after the regular deadline for self-service de-registration has passed. At IfG, this deadline usually ends one week before the scheduled examination date.

Withdrawal from an examination may be permitted due to illness or other unforeseen circumstances. In cases of unforeseen circumstances, additional documentation beyond medical certificates may be required. It is the student's responsibility to submit all required documentation independently and within the applicable deadlines.

When must the withdrawal be declared?

The withdrawal must be declared without undue delay, i.e., at the earliest possible opportunity. This means that the withdrawal must be communicated as soon as it becomes clear that the examination cannot be attended.

What documentation must be provided?

Any request for withdrawal from an examination must be supported by appropriate documentation.

In the case of illness - Before the scheduled examination, the Examination Office must be informed of the withdrawal in written form (an email is sufficient). In addition, a medical certificate confirming the student's inability to take the examination must be submitted to the Examination Office within two working days. The certificate must explicitly confirm examination incapacity for the date of the examination. Please note that a standard certificate of incapacity for work (sick note - AU) is not accepted as proof.

In the case of other unforeseen circumstances - Immediate action is also required in these cases. Please first submit an informal request to the Examinations Office (by email or telephone). Any supporting documentation must then be submitted within the applicable deadlines.