



Notes on the Procedure for Withdrawing from Examinations

1 General

Once the deadline for cancellations has passed, students can only withdraw from examinations where there are compelling, unforeseeable, and unavoidable grounds. As soon as a reason for withdrawal arises – and after no more than five working days – a written withdrawal request must reach the Dean's Office, accompanied by the relevant evidence (primarily a doctor's certificate). The same conditions apply to a withdrawal request which is submitted digitally through the Student Portal via the button "My Requests". Please note that withdrawal requests have to be submitted either in written form only or in digital form only. Requests presented after a delay will not be accepted and the examinations that are missed will be regarded as having been failed (cf. Section 28 RVO).

If a reason for withdrawal occurs during the examination, the examination can be suspended. In the event of suspension, the above rules apply by analogy.

The legal department of the Dean's Office is responsible for dealing with any questions about the withdrawal procedure.

2 Reasons for withdrawal

Reasons regarded as compelling, unforeseeable, and unavoidable include illness or an accident confirmed by a certificate (doctor's note) confirming that the student is not fit to take an examination; the birth of a child, confirmed by a birth certificate; the death of a close relative, confirmed by a death certificate or death notice, and major traffic delays, confirmed by the transport company (railway, airline, etc.).

3 Doctor's certificate

Doctor's certificates must be issued by a doctor authorized to practice medicine in Switzerland or in the country in which the candidate has fallen ill. The doctor's certificate must confirm that the request should be approved on compelling medical grounds.

The doctor's certificate must cover the entire period for which the student wishes to be excused from examinations. A selective withdrawal from examinations taking place on the same day is not possible.



If there is a suggestion that the doctor's certificate may have been issued as a favor, the Dean's Office reserves the right to call in a trusted doctor or to reject the doctor's certificate.

4 Form of withdrawal request

Withdrawal requests can be made using the form on the website, including the relevant evidence or doctor's certificate in the original, and handed in at the Dean's Office. The withdrawal request as well as the relevant evidence can also be submitted through the Student Portal via the button "My Requests". Please note that withdrawal requests have to be submitted either in written form only or in digital form only. Withdrawal requests made by e-mail will not be accepted and are invalid.

5 Decision

5.1 Approval

If the withdrawal request is approved, those modules (within a period of about three weeks) will be canceled. Written withdrawal requests will not be replied. You are obligated to check that your modules have been canceled in the module booking tool. Digital requests through the Student Portal will be replied by an E-Mail with the invitation **to open the application "My Online-Counter"** and to inform yourself about the status of your request.

5.2 Rejection

If the written withdrawal request is rejected, the student will receive a written reply stating the reasons. If the digital withdrawal request is rejected you will receive an E-Mail with the invitation **to open the application "My Online-Counter"** and to inform yourself about the status of your request. The request will then have an attachement (decree stating the reasons as well as information on the right to appeal).

6 Postponement of examinations

Written examinations cannot be postponed.

For oral examinations, then by agreement with the examiner individual examinations may be postponed within the same examination period. However, students do not have a right to request postponement of an oral examination.

7 Absence

An examination for which a student fails to appear and for which no withdrawal request has been approved is regarded as having been failed.



Leaving the university, changes of faculty, holidays and the like do not lead to automatic withdrawal from examinations.



8 Retrospective cancellation of examinations

Students must consider before taking the examination whether they have any health or other problems which could impair their normal examination performance. Once an examination paper has been handed in, students cannot appeal on the grounds of an existing or identifiable problem which had or could have had a detrimental effect on their performance.

9 Exchange students

For exchange students, the procedure for withdrawing from examinations is as prescribed by the Student Exchange Office at the Dean's Office.