



Guidelines for withdrawing from the examination (effective: January 2024)

- Withdrawal from the examination after the deadline has already passed, will only have no consequences if it is declared immediately and credible, valid reasons are provided (e.g. illness). Otherwise the examination is to be graded as "unsatisfactory" (5.0). In the faculties of Design, Applied Social Sciences, Textile and Clothing Technology and Business Administration and Economics, failure to attend the examination
- Withdrawal after the examination is generally not possible

The following should be noted in the event of a withdrawal:

1. Withdrawal before the examination

As long as the withdrawal deadline has not passed, the withdrawal is done within the Campus-management system (HIO). In the case of the deadline having passed, the declaration of withdrawal must be sent by email to the Examinations Office, provided there are valid reasons for not being able to take the examination. Only the university e-mail address (@stud.hn.de) may be used for this purpose. The reasons for missing the examination must be stated in the email. If you are unable to take an examination due to illness, you must use the certificate form provided by the Examinations Office (Certificate of Incapacity).

The withdrawal must be declared immediately, i.e. the email must be sent by no later than the day of the relevant examination. The medical certificate confirming the inability to take the examination (Certificate of Incapacity) must be attached to the email. The Examination Office reserves the right to request the original Certificate of Incapacity if needed.

2. Withdrawal during the examination

Withdrawal during the examination must be declared to the person that is supervising the exam in the room. The declaration has to be written down and noted by the supervising person. This is a collaborative effort as the student has to make absolutely sure, that the withdrawal has been noted by the supervisor. Simply leaving the examination is not considered a withdrawal.

If a withdrawal is declared during the examination, the exam will not be graded. The reasons for withdrawing from the examination must be submitted to the Examinations Office by email. Only the university email address (@stud.hn.de) may be used for this purpose. In case of a sudden illness, you must use the Certificate of Incapacity provided by the Examinations Office. The exact time of the medical inspection must be stated on the form. If the examination was attended despite a before-known illness, the risk lies with the student; in this case withdrawal of the examination cannot be justified on the basis of illness.

The reasons for withdrawal from examination must be communicated immediately, i.e. the email must be submitted on the same day of the examination. The medical certificate confirming the inability to take the examination (Certificate of Incapacity) must be attached to the email. The Examination Office reserves the right to request the original Certificate of Incapacity if needed.

3. Withdrawal after the examination

Generally, it is no longer possible to withdraw after the examination has ended. Due to the risk of abuse and in regards to the principle of equal treatment under examination law, very high requirements are placed on the assessment of credible and valid reasons of withdrawal in this case. Unspecified proof of inability to take an examination is not sufficient. In the rare case of an unrecognised acute illness, the treating doctor must provide detailed evidence that will be checked by the Examination Board for its credibility and validity.

These guidelines are effective starting from 01.03.2024 for all Bachelor's and Master's degree programmes at HSNR. For further information, please contact the Examinations Office (pruefungsamt@hs-niederrhein.de, tel. 02151 822 2810 or 2821).

