



## **Notes on the Procedure for Withdrawing from Examinations**

### **1 General**

The basic principles for the withdrawal procedure for examinations are regulated in § 24 et seq. RVO RWF as well as in § 28 et seqq. StudO RWF.

Withdrawal from an assessment is only possible for compelling, unforeseeable, and unavoidable reasons. A deregistration request with corresponding proof (in particular a medical certificate) must be submitted in the student portal via the tile "My Requests" no later than five working days after the date of the assessment.

The examination planning department of the Study Dean's Office is responsible for questions regarding the withdrawal procedure (pruefungen@ius.uzh.ch).

### **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 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 must be submitted digitally in the student portal via the tile "My requests". The corresponding supporting documents or medical certificates must also be submitted digitally.

### **5 Abandoning the exam**

If a reason for prevention occurs during the examination, the examination may be cancelled.

In order to avoid a failed attempt, an application to cancel the exam with corresponding evidence (in particular a medical certificate) must be submitted in the student portal via the tile "My Requests" within five working days - as described in points 1 and 4.



## **Decision**

As soon as the application has been approved or rejected, students will receive an e-mail in which they are requested to open the tile "My Requests" and inquire about the status of their application. If the request was approved, the modules will be cancelled. If the request was rejected, the application contains an attachment (decree stating the reasons as well as information on the right to appeal).

## **Postponement of examinations**

A postponement of written examinations is excluded.

In the case of oral examinations, individual postponements within the examination period are possible with the agreement of the examiner. However, there is no right to postpone an oral examination.

Students must contact the relevant chair directly.

## **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.

## **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.

## **Exchange students**

Withdrawal from mobility examinations is subject to the same above-mentioned regulations.