

Form to Submit a Sick Note

A document other than this form may be submitted as long as it contains all the information required by this form.



1. Student information:

Last name, First name

Matriculation number

Address: Street, House number, Zip code, City/town

Degree program (e.g. B.Sc., M.Sc.) and subject (e.g. Electrical Engineering)

Due to illness, I would like to withdraw from the following exams/assessments:

Date of assessment/ submission deadline	Module name	Optional: Type of assessment*
		<input type="checkbox"/> mP <input type="checkbox"/> sP <input type="checkbox"/> Portfolio
		<input type="checkbox"/> mP <input type="checkbox"/> sP <input type="checkbox"/> Portfolio
		<input type="checkbox"/> mP <input type="checkbox"/> sP <input type="checkbox"/> Portfolio

*mP = oral examination, 20 - 60 minutes, sP = written examination, 90 - 240 minutes. This information is optional.

Date

Student signature

2. Physician's statement

My examination today to determine the above-named patient's inability to take an exam resulted in the following:

General description of symptoms (not diagnosis):

Implications for student's ability to perform:

In my medical opinion,

- the individual's ability to perform is significantly impaired.
 There is no significant impairment, e.g. the cause is general exam anxiety.

Duration of impairment:

The impairment

- is long-term/will not be resolved in the foreseeable future.
 is temporary and will last from _____ through to _____. (estimate)

Date

Time

Stamp of practice and signature of physician

Information for students:

Withdrawal from examinations without stating a reason for withdrawal is generally possible up to three days before the first examination date, in the case of portfolio examinations up to the day before the first performance. Thereafter, or for individual performances after the start of a portfolio examination, withdrawals are only possible until the start of the examination with proof of a reason:

Students unable to take an exam or who discontinue an exam must **immediately** announce their **withdrawal on the day of the exam to either the Examination Office or the examiner**. To do so, you must also submit the form “Withdrawal of Registration from an Examination”, <https://www.tu.berlin/en/go1316/>. The form on the back is not a declaration of withdrawal. It serves as evidence that you are/were unable to take an exam and for which examinations this applies.

You are **required** to also submit the **physician’s statement** on the back within five days of the examination date. **The physician’s statement must have been issued no later than the day of the examination. It cannot be issued retroactively.** (Section 63 VII General Study and Examination Regulations - AllgStuPO)

Should other reasons exist, please use the above-mentioned form “Withdrawal of Registration from an Examination”, <https://www.tu.berlin/en/go1316/> and provide the reasons in writing.

Information for the attending physician:

In the event of a short-notice health impairment, students can withdraw from a registered exam or discontinue an already begun exam if their personal ability to perform in the exam is significantly lessened by their health impairment. Fluctuations in the student’s daily condition, exam stress (without causing an illness) or similar are not classified as health impairments in the examination regulations.

Students are required to make their illness plausible and to disclose their symptoms pursuant to their obligation to cooperate in the determination of their inability to take an exam. For this reason, students require a medical certificate with your assessment of their medical condition. This provides grounds for the confirmation of the Examination Board/Examination Office that the student was unable to take the exam.

The legal foundations for this requirement are Section 63 of the General Study and Examination Regulations of TU Berlin as well as the supreme court jurisdiction of the Federal Administrative Court, including the BVerwG ruling of 6.8.1996 – BVerwG 6 B 17.96 -, DVBl 1996, 1379.

This does **not** mean that you must disclose the **diagnosis**, only the physical or mental effects resulting from the illness.

A simple sick note (Arbeitsunfähigkeitsbescheinigung) is not sufficient pursuant to the examination regulations. The same applies to a medical certificate (Attest) generally certifying a student's inability to take an exam or study.

Thank you for your support.