



## **Information on Examination Withdrawal Procedure**

### **1 General information**

After the deadline for dropping modules has expired, it is only possible to withdraw from an examination for urgent, unforeseeable, and unavoidable reasons. After a reason of this nature arises, students must immediately – or after a maximum of five business days after the examination date – submit a request to withdraw from the examination along with corresponding documentation (particularly a doctor's note) in the Student Portal. Late submissions will be rejected and the missed examinations will be considered failed (cf. § 24 RVO).

If a reason of this nature arises during an examination, the ongoing examination can be canceled. Students must communicate their need to cancel the examination during the course of the examination. This must also be recorded in writing. Subsequently, the student must immediately see a doctor. Apart from that, the specifications described above apply.

### **2 Definition of reasons**

Urgent, unforeseeable, and unavoidable reasons for being unable to complete an examination include an illness or accident that is deemed as impairing the student's ability to take the examination by a certificate (doctor's note); the birth of a child confirmed by a birth certificate; the death of a close relative confirmed by a death certificate or – in exceptional cases – by a death notice in advance; severe traffic disturbances confirmed by the respective transportation company (railway, airline, etc.).

Falsifying a doctor's note or any other kind of proof is considered forgery of documents. If there is justified suspicion of forgery, disciplinary and criminal proceedings may be initiated.

### **3 Doctor's note**

Medical certificates must be issued by a doctor with the right to practice in Switzerland or the place abroad where the student became ill. The doctor's note must indicate that approval of the withdrawal request is imperative for medical reasons.

If a doctor's note is submitted in any language other than English or one of the official languages of Switzerland it can only be accepted if a translation of the doctor's note is submitted alongside of it. The translation must be issued either by the health institution itself or by a certified translator.

The doctor's note must cover the entire period in which the student withdraws from the examinations. Selective withdrawal from examinations taking place on the same day is generally not possible.

In case of a suspicious doctor's note, the examination delegate may consult a doctor of their choosing or reject the doctor's note.



## **4 Form of withdrawal request**

A request to withdraw from an examination must be submitted along with a relevant piece of proof in the Student Portal. Withdrawal requests sent by e-mail will not be accepted and are considered invalid.

## **5 Decision**

### **5.1 Approval**

If the withdrawal request is approved, the modules will be canceled (within appr. four weeks). It is possible that during the processing time of a request the grade of the respective module is published. If the request is approved the grade will be deleted after the approval. Students will receive a notification in their UZH e-mail account once their request has been processed. Students are obliged to verify that the modules were canceled successfully in the module booking tool.

### **5.2 Rejection**

If the withdrawal request is not approved, students will also receive a notification in their UZH e-mail account. The notification of rejection including the reasons for rejection can be downloaded from the Student Portal.

The decision is deemed officially delivered seven days after it has been provided for download on the Student Portal, excluding the day of provision.

## **6 Failure to attend**

If a student does not attend an examination and does not have an approved withdrawal request, the examination is considered to have been failed.

Withdrawal from the university, transfer to another faculty, leave of absence and the like do not result in examinations being automatically canceled.

## **7 Late cancellation of examinations**

Students must determine whether they have health issues or any other kind of issues that could impair their ability to take the examination in a normal way prior to submitting the examination. After submission of the examination, it is absolutely not possible to claim any existing or discernible problems that had or could have had an impact on the student's performance.