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Application for
extension of processing time
(Bachelor's Thesis)

According to your study- and examination regulations an extension of processing time for your final thesis can only be granted in case of a valid reason.
(Bachelor's Thesis: max. 2 weeks)

Meanwhile, processing can be done either informal or (preferably) by using the following application form on the basis of a valid reason. The submission of your application form can be electronic or physical.

Please note !

If the valid reason for your extension is illness, an additional medical certificate, which illustrates the specific physical / mental impairment has to be submitted.

Note: The submission of a „certificate of incapacity for work“ is not considered expressive and will therefore not be accepted by the examinations board.

PD Dr. habil. Toni Richter
Head of the examination office



Medical certificate

1) Name of the person examined:

Surname:

Name:

Date of birth:

Street:

Postal code:

2) Medical declaration:

From a medical point of view today's examination to declare the inability to take exams illustrates the following impairments (symptoms):

The following disabilities can therefore occur in the exam:

Duration of illness: to:

Additional information for written term papers: Which duration of extension is advocated, referring to the degree of impairment?

From my medical viewpoint a considerable impairment can be diagnosed (variation of feelings on that day, exam nerves, exam stress and other similar conditions are not considered as impairments). The health disorder is not permanent, but temporary.

Date/Signature: _____ / _____ Stamp:

Only for the examination office: The inability to take an exam is determined/ not herewith.

Date..... head of the examination office