



**Faculty of Life Sciences
Applying to extend a completion period**

Surname	
Forename	
Student ID	
E-Mail (HU-Account)	
Degree (B.Sc., M.Sc./M.A., M.Ed.)	
Title degree programme	
Major/Minor (only B.Sc. combined)	

Part A – General information

You can extend ongoing completion periods for assignments, portfolios, essays, multimedia and similar final module examinations as well as for final theses, as long as you request this from the relevant Examination Board and can demonstrate you have valid grounds for doing so.

If the reason for extension is accepted by the Examination Board, the extension will be granted.

If your application is not accepted, the original submission date will apply.

Your Examination Office will inform you of the decision by email (HU account). The application must be submitted to your Examination Office as soon as you become aware of the circumstances in question. Please note that appropriate evidence must be attached to the application.

Please note: Decisions regarding the extension for final module examinations and theses are not made by the examiners.

I hereby request the extension of the completion period for my:

Final thesis – yes/no	
Final module examination – yes/no	
If final module examination, please state the module title:	

Part B - Reasons

B.1: Illness

**Certificate confirming the inability to take an examination
for submission to the Examination Office / Examination Board**

If students do not participate in an examination due to health reasons or if they are unable to complete the exam, they must prove their inability to take the examination. They must provide a medical certificate to do so.

Doctor's statement:

My examination regarding the abovementioned patient's ability to complete an examination provided, from a medical perspective, the following results:



1. The patient is exhibiting examination-relevant illness symptoms that significantly restrict mental or physical performance (e.g. fever, confinement to bed, etc.).
2. It is not a question of fluctuations in the patient's state on the day, exam stress or something similar (these are not significant impairments in terms of the ability to sit an examination).

From my perspective as a physician, the patient exhibits symptoms that significantly impair examination performance pursuant to point 1.

I expressly confirm that these symptoms do not constitute any of the restrictions described in point 2.

The patient is (expected to be) unable to sit examinations from
up to and including

Place, date, signature, stamp of the doctor

B.2: Other important reasons:¹

Date and signature of the student

Part C – Examination Board decision

Approved	Yes	No
New submission date		
Not approved because:		

Date, signature and stamp of the Examination Board

¹ In the case of extension applications substantiated by subject-specific reasons, a written, signed and stamped declaration by the supervisor must be enclosed.