



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 - Please note the requirements according to § 107 ZSP-HU:

The illness justifying the application for extension must be reported immediately to the examination office and provided as credible evidence. The credible evidence must be provided in the form of a certificate of inability to take the examination. This medical certificate must be based on an immediate examination.

To meet the deadline, you can submit the application for an extension by e-mail to the examinations office; the originals must be submitted later.

You will not receive a confirmation of receipt. Please inform yourself independently and regularly in AGNES about the processing status. If your certificate gives rise to questions,



your examination office will contact you by e-mail to your HU account without being asked.

Please note that inability to take examinations (NOT inability to work) must be certified by a doctor. You can use the template below or you can use your doctor's own template.

Certificate of inability to take examinations for submission to the examination office / examination board

If students have to extend the processing time of an examination for health reasons, they must provide the responsible examination board with credible evidence of their illness. For this purpose, students need a certificate that allows the examination board to answer the legal question of whether there is an inability to take examinations based on your information as a medical expert.

It is the exclusive responsibility of the responsible examination board to answer the legal question of whether the proven health condition can justify the extension of the processing time.

As it is not sufficient for this assessment to simply certify the inability to take examinations, you are requested to provide brief explanations. Due to their duty to cooperate, students are generally obliged to disclose their complaints in order to determine their inability to take examinations. This does not mean that you have to disclose the diagnosis as such, but only the physical or mental disabilities caused by the illness.

Legal basis: § 107 Interdisciplinary Statutes for the Regulation of Admission, Studies and Examinations at Humboldt-Universität zu Berlin (ZSP-HU)

Doctor's declaration:



The patient [surname, first name]
is from
up to and including
not able to undergo an examination.

Place, date, signature, stamp doctor

B.2: Other important reasons:¹

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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.