

Faculty force majeure procedure explained by means of an example

Example situation:

I have 5 exams scheduled for the next examination period:

- Monday (exam 1), Wednesday (exam 2) and Friday (exam 3) in week A
- Monday (exam 4) and Friday (exam 5) in week B

I get sick on Tuesday of week A and I have a valid medical certificate for 4 days (the period from Tuesday to Friday of week A).

What can I do?

You make use of the force majeure form and ...

- ask to overtake Exam 2 at a later date (after week A within the same examination period) or,
- ask to overtake Exam 3 at a later date (after week A within the same examination period) or,
- ask to overtake exams 2 & 3 at a later date (after week A within the same exam period) or,
- ask not to pass any of these exams. We will record a "legitimately absent" as a result for Exam 2 and Exam 3.

The dean decides, after consultation with the examiner, whether a new examination arrangement is possible within the same examination period. The new examination regulations may be accompanied by an adjustment of the examination form. We will inform you of this.

What can I not do?

- You cannot ask to take exam 2 at a later date and still take exam 3 during the period of force majeure, unless... you submit a valid medical certificate stating that you are cured (in this example, before the start of exam 3).

If I become ill again after week A or in a subsequent examination period of the same academic year, will I still be able to apply for a catch-up examination(s)?

- No, you can only request a new examination arrangement once per academic year if the force majeure situation is a case of illness.