

IN-EAST MA programs CEAS&MEAS

Information about submitting a medical certificate/attestation (Ärztliches Attest)

This is a translation of the regulations and information regarding medical attestations provided by the examination office of UDE. The German version is binding, see here: <https://www.uni-due.de/verwaltung/pruefungswesen/allginformationen.php> (in German only)

Formal regulations for a medical certificate

Withdrawal from an examination¹ after the deadline for deregistration requires that there is a valid reason and that the withdrawal is declared immediately.

"Immediately" means "without culpable delay" according to § 121 BGB. A declaration of withdrawal made within three working days of a missed examination date is generally still considered immediate.

Illness is often a valid reason. If you are unable to take part in an examination due to illness, it is essential that you submit an original medical certificate to the Examinations Office within three working days (counting from the day of the examination, Saturdays/Sundays and public holidays are not counted as working days). Send it by post or drop it in the Examinations Office letterbox.

If the original certificate is not received by the Examinations Office *in time*, you will be entered as having failed the examination(s) in question.

Certificate for several days: If you submit a medical certificate for several days, this is valid for the entire period certified on it! If you wish to take part in an examination within this period - due to an improvement in your state of health - you must submit a health certificate (Gesundmeldung) from your doctor to the Examinations Department before the examination.

When submitting your medical certificate:

Please write the following information on the back of your medical certificate:

- **First name**
- **Surname**
- **Matriculation number (Student ID number)**
- **degree program (MA CEAS or MA MEAS)**
- **Examination staff member responsible (for us, this is Ms. van de Loo)**
- **the examination(s) in which you cannot take part (exact title!)**

¹ The term examinations indicates written or oral exams as well as term papers or other examination formats.
as of 08.05.2024

Sick during the written exam (Klausur), what do I have to do?

You should only take an examination if you feel well enough to do so. If, contrary to expectations, your state of health should deteriorate during an examination, you can declare your withdrawal from the examination attempt to the main supervisor/instructor, stating the symptoms, and must consult a doctor immediately.

The corresponding medical certificate must be submitted immediately within three working days. When submitting your medical certificate, you must indicate that you have aborted the examination.

The validity of the declared withdrawal due to any health-wise inability to take the examination will be subsequently decided.

It is no longer possible to withdraw from the examination if you have taken the examination in full!

Important notes concerning all submissions of medical certificates:

- It is **not** possible to submit a copy/scan of the certificate/health report (by email) in advance to meet the deadline!
- Certificates issued retroactively and backdated certificates will **not** be accepted! (**this new regulation is applied from SoSe 2024 onwards**)
- A "certificate of incapacity for work" ("AU) or "pupil/school student medical certificate" is **not** sufficient!

Submission of a medical certificate

Submission by postal mail to:

UDE Prüfungswesen – Campus Duisburg
Zu Hd. Frau van de Loo
Gebäude SG
Geibelstr. 41
47057 Duisburg

On-site submission on campus Duisburg:

Medical certificates can be deposited directly in the letterbox in the SG building (directly under the call-by-number system of the examination office) or in the night letterbox in front of the LG building (Forsthausweg 2, 47057 Duisburg) during and outside office hours.

It is also possible to hand in your medical certificate at the front office of the examination office during service hours. Your certificate will then be forwarded to the responsible clerk for processing in the administration system.