

## Information about submitting medical certificate/attestation

Dear students,

In case you are unable to take part in an examination because of illness, it is absolutely obligatory to submit an **original medical certificate/attestation within 3 working days** (calculated starting from the day of the examination, Saturday is not considered as a working day in this case) to the examination office/Bereich Prüfungswesen (send via post or put directly into the mailbox of the examination office). If you do not do this or if you do not keep the deadline, a failed attempt for the examination(s) will be registered. Please note that the date of receipt at the examination office counts and **not** the postmark.

**Important notes:** It is mandatory that it is noted on the medical certificate/attestation that you are unable to take the examination(s) "from – to". A certificate of incapacity for work does not meet the requirements.

If the medical certificate/attestation is issued for several days, it is valid for all these days. That means that in case you feel better and want to take an exam during the days covered by the medical certificate/attestation, it is obligatory to have the doctor certify your health (Gesundmeldung) and submit this certificate to the examination office prior to the examination.

**During an actual exam:** At the beginning of an exam, the supervisor will ask if everyone feels well enough to take the exam – if you feel too ill, state so clearly, leave and go straight to a doctor to get and submit an attestation (within 3 working days). If you have started with an exam but suddenly feel too ill to continue, you need to notify the supervisor and then go straight to a doctor to get and submit an attestation (within 3 working days). **It is not possible to submit a medical certificate/attestation subsequently after sitting the exam until the end!**

It is **not** possible to send a copy or scan of the medical certificate/attestation (either of illness or health) by e-mail or fax to keep the deadline and submit the original later!

Please include the following information directly on the medical certificate/attestation:

- student ID number
- degree (Bachelor/Master)
- course of study
- official in charge (in your case Ms. van de Loo)

Please do **not** use additional letters or envelopes.

### For medical certificates/attestations regarding your MA thesis:

In case a medical certificate/attestation is submitted to the examination office covering the due date for your MA thesis, the attempt will not be counted. The topic of your thesis will have to be "given back" (meaning you will need to discuss a new topic with your supervisor).

Until one week before the final due date, you have the option of applying officially for an extension of the writing period (you will be required to give a reason). The application needs to be sent to Ms. van de Loo at the examination office and will then be evaluated by the head of the relevant examination committee and either accepted or refused. An extension is possible for up to 14 days (maximum). Please note: If the application for extension is rejected, the attempt will not be counted and the topic has to be "given back".

**General information:**

The attest need to be signed and stamped by the doctor and indicate the exact length of illness/inability to take examinations.

**Location of examination office mailbox:**

In SG building, just beneath the machine issuing waiting numbers/bons or in the LG building mailbox.

**Address for submitting by post**

Universität Duisburg-Essen  
Prüfungsamt/Examination office  
z. Hd. Frau van de Loo  
Geibelstr. 41  
47057 Duisburg

**After submission:**

You will not be notified by e-mail about the status of your medical certificate/attestation – you will get a notification in HISinOne. If you do not receive a notification within one week after the submission of the medical certificate/attestation, please contact the official in charge (in your case Ms. van de Loo).

German version binding. This information is available in German here:

[https://www.uni-due.de/imperia/md/content/zentralespruefungsamt/nowak/hinweise\\_zu\\_attetsen.pdf](https://www.uni-due.de/imperia/md/content/zentralespruefungsamt/nowak/hinweise_zu_attetsen.pdf)

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(Erläuterungen zur Einreichung von Attesten CEAS)

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(Erläuterungen zur Einreichung von Attesten MEAS)

[https://www.uni-due.de/imperia/md/content/zentralespruefungsamt/van-de-loo/hinweis\\_zur\\_einreichung\\_von\\_attesten\\_neuer\\_entwurf\\_10.07.2018.pdf](https://www.uni-due.de/imperia/md/content/zentralespruefungsamt/van-de-loo/hinweis_zur_einreichung_von_attesten_neuer_entwurf_10.07.2018.pdf)