

## IN-EAST MA programs CEAS&MEAS

### 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:** It is mandatory that the medical certificate/attestation specifies that you are unable to take 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. In case you feel better again and want to take an exam during the days covered by the medical certificate/attestation you submitted, it is obligatory to have the doctor certify your health (Gesundmeldung) and submit this new 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 (thus explaining why you did not hand), the attempt will not be counted. The topic of your thesis will have to be “given back” (meaning that you will need to choose a new topic with your supervisor and restart!). Handing in a medical certificate will not result in the extension of your writing time!

In case of urgent and severe problems, you have the option of applying officially for an extension of the writing period (this needs to be done as soon as the problem arises and you will be required to give a reason). The application needs to be sent to the examination office and will then be evaluated by the head of the relevant examination committee and either approved or refused. If approved, an extension is possible for up to 6 weeks (maximum). Rules on what constitutes a legitimate reason for an extension are highly restrictive, so do not simply assume approval. **Please note:** If the application for extension is rejected, the attempt will not be counted and the topic has to be “given back” (meaning that you will need to choose a new topic with your supervisor!).

**General information:**

The attest needs 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

**Attention:** Due to the Corona regulations, the SG building is currently not accessible to students. Please use the mailbox at the LG building ([location “neuer Standort”](#)) as long as the corona-regulations require the lock-down of the examination office.

**Postal address**

Universität Duisburg-Essen  
Prüfungsamt/Examination office  
z. Hd. Frau Weihofen  
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 examination office.

This is a translation of the regulations and information regarding medical attestations provided by the examination office of UDE. The German version (see below) is binding.

[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)

[https://www.uni-due.de/verwaltung/pruefungswesen/d\\_modern\\_ea\\_studies\\_startseite.php#Atteste](https://www.uni-due.de/verwaltung/pruefungswesen/d_modern_ea_studies_startseite.php#Atteste)  
(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)