

## **Information regarding doctor's certificates**

### **Duisburg campus**

#### **1. Deadlines**

The original certificate must be submitted to the Examinations Office within three working days. In this case, Saturday does not count as a working day.

#### **2. Sending certificates by post**

If you would like to post your certificate to the Examinations Office, please use the following address:

Universität Duisburg-Essen  
Bereich Prüfungswesen  
(Name of the relevant administrator)  
Geibelstr. 41  
47057 Duisburg

Please note that the decisive date is  
the day when the certificate reaches  
the Examinations Office and ***not*** the  
date on the postmark!



Do not forget to indicate your student ID number on the certificate. There is no need to enclose an accompanying letter.

#### **3. Formal requirements**

It is essential that the certificate indicates that you are incapable of participating in examinations (***prüfungsunfähig***) between two specific dates. A certificate stating incapacity for work (***arbeitsunfähig***) does not fulfil the requirements.

#### **4. Submitting a certificate on campus**

In the foyer of the SG building there is a postbox right under the ticket issuing machine. Alternatively, you can use the other postbox that is opposite room SG 014.

Please ensure the following information is included ***on*** the certificate itself:

- Student ID number
- Degree pursued (bachelor's/master's)
- Subject/programme
- Relevant administrator

**Please do *not* include an accompanying letter.**

It will be documented accordingly when exactly you submitted your certificate. This means that any potential deadlines can be kept track of – for your benefit, too.

## **5. Submitting certificates in advance**

Unfortunately, it is not possible to send your certificate by email or fax in advance.

## **6. Details on recording certificates**

No emails will be sent regarding certificates being recorded. As soon as the certificate has been recorded, you will receive a notification in the HISinOne portal. If you cannot yet see any record in the system a week after submitting your certificate, please contact the relevant administrator.

## **7. Certificates covering a longer time period**

If you have submitted a certificate covering several days, it is valid for the time period indicated in the certificate. If you wish to participate in an examination during this period due to improvement in your health, a certificate from your doctor stating that you are fit again to participate in the examination must be submitted to the Examinations Office before the examination under all circumstances.

## **8. Health issues during an examination**

You should only attend an examination if you feel able to do so from a health perspective. If you unexpectedly experience health issues during an examination, you can state to the primary invigilator that you are withdrawing from the examination, indicating your symptoms, and you must then immediately go to a doctor.

The corresponding doctor's certificate is to be submitted within three working days without delay.

It will subsequently be decided if the stated withdrawal due to the potential incapacity to participate in examinations is admissible.