



**To be completed by the student:**

\_\_\_\_\_

Last name, First name, Date of birth, Degree pursued

\_\_\_\_\_

Student ID number

**Medical certificate confirming inability to take an exam / submit coursework or theses**

To be submitted to the respective examinations office at the University of Jena

**To be completed by the doctor:**

**Explanatory notes for doctors:**

Students who withdraw from an exam or are unable to take an exam / submit coursework or theses on the due date for medical reasons, must submit credible proof of their illness to their respective examinations office. For this purpose, students are required to submit a medical certificate confirming their inability to take an exam / submit coursework or theses due to an acute, temporary, non-permanent, and significant impairment of their performance. Please note that the inability to take an exam / submit coursework or theses is not equivalent to the incapacity to work. Therefore, we cannot accept any certificates of incapacity to work. Please complete the following sections.

**Please note:** This certificate may also be issued as an informal document, provided that it contains the following information:

This is to certify that, in my medical opinion, the above-mentioned person is/was

**temporarily unable to take an exam / submit coursework or theses**

from \_\_\_\_\_ until \_\_\_\_\_ (estimated end date)

**for medical reasons** and based on my examination on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

In this context, I have issued a:       first certificate                       second certificate

**Exam type:** (Please tick or complete as appropriate)

- Oral examination
- Supervised written exam (in-person exam)
- Unsupervised written exam (e.g. course work, thesis, final project)
- Practical exam (e.g. sports, music, other types of practical exams, internship)
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**The information I provide exclusively refers to temporary health restrictions that**

- exceed a certain level of discomfort;
- are not characteristic of the student's personal performance ability (e.g. ADHD); and
- are not merely the result of exam anxiety, exam stress, or a fluctuation in daily performance.

**Additional comments / remarks from a medical point of view (if applicable):**

.....

\_\_\_\_\_

Date

\_\_\_\_\_

Doctor's (surgery) stamp

\_\_\_\_\_

Doctor's signature

## Notes for students:

1. The University of Jena accepts the form overleaf as proof of your inability to take an exam / submit coursework or theses due to illness. In accordance with Section 54, Subsection 11 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz, ThürHG), the submission of a medical certificate constitutes satisfactory proof. There are no formal requirements for this certificate. This means that it can also be submitted on a different form or using different wording. **However, we recommend using this form to ensure that your withdrawal or application for an extension is processed as quickly as possible.**
2. Students are responsible for participating in this process. To guarantee the **protection of your personal data**, the respective examinations office will usually only share your medical certificate with the relevant examinations committee before including it in your examination records. The medical certificate is part of your examination record. Once the statutory retention periods have expired, we will destroy and remove the certificate from our records in accordance with data protection regulations. All parties involved are aware that personal data relating directly or indirectly to the health of individuals require particular protection.
3. Certificates must be obtained immediately, i.e. generally on the scheduled examination date. Certificates must be submitted to your examinations office no later than three days after the respective examination date. Irrespective of this, you must have notified the examinations office of your withdrawal as early as possible, i.e. generally by the start of the exam or as soon as you become aware of being ill.
4. Please note that doctors charge a fee for issuing medical certificates. We will not accept regular certificates of incapacity to work or online certificates.
5. In exceptional cases or cases of doubt, the University of Jena reserves the right to demand further proof (e.g. medical certificates issued by a public health authority) or additional proof (e.g. hospitalization certificates) in accordance with Section 54, Subsection 11 of the Thuringian Higher Education Act (Thüringer Hochschulgesetz, ThürHG). By way of caution, we would like to point out that certain federal state regulations (e.g. examination regulations of a particular state) may require the submission of medical certificate issued by a public health authority.
6. Your declared withdrawal or application for an extension due to illness **applies to all exams that take place during the period stated on your medical certificate**, and if restricted to certain exam types (e.g. to written exam), only to these. If you still decide to take an exam or submit your coursework / thesis, **your medical certificate will no longer be valid from that point onwards.**

**To help us process your request, please specify all exams covered by the period stated on your medical certificate below** (considering the exam types stated on your certificate):

Examination date	Examination no.*	Examination subject/course title	Examination type (written, oral, online, etc.)
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\_\_\_\_\_

Date

\_\_\_\_\_

Student's signature