

Application to certify inability to take exams

Mainz University of
Applied Sciences
Exam Office
School of Business
Lucy-Hillebrand-Straße 2
55128 Mainz

Last name, first name of student

Street and number

Zip code, city

Student ID no.

full-time part-time | Bachelor's Master's

Degree program

PLEASE NOTE: This application must be submitted at the latest by 3 days after your examination date!
All exams within the specified time period are assigned the status of “sick”!
However, should you take an exam during the period of inability to take exams, you will be considered able to take all further exams!

Recipients of benefits (such as BAföG, etc.): Please make a copy for your own documents before submitting the form.

Instructions and information:

Medical findings are generally subject to medical confidentiality.

However, if a student does not take an examination due to illness, they must provide the Exam Office/ Examination Board with credible evidence of the illness under the Examination Regulations and in accordance with the Higher Education Act.

To do so, the student needs a medical certificate that enables the Exam Office/ Examination Board to answer the legal question of whether the student is unable to take the examination.

In the case of the first-time inability to take an exam during your studies, a simple medical certificate is sufficient. The certificate must certify the inability to take exams (**not:** the inability to work) from a medical point of view, and must include the time. It is not necessary to release the attending physician from their confidentiality obligation in this case.

Starting with the second case of inability to take an exam, you have the choice between 1) proving your inability to take exams by providing a qualified medical certificate from your attending physician, and 2) doing so by providing an official medical certificate after being examined by the city's medical service (see below for more information).

If you choose option 1, the certificate from your attending physician must contain the following information:
Date of treatment by the physician, duration of the illness including time of day, type and extent of the illness/findings and the effects of the illness on the ability to take exams. It is not necessary to state the diagnosis on the certificate.

For this qualified medical certificate to be issued, it is necessary for you to partially release your attending physician from his/her obligation of medical confidentiality within the scope of your own duty of cooperation (see below), to enable a review of your inability to take examinations. You will find more information on this below. We recommend that you use this form. Your inability to take exams can also be certified by your attending physician without the use of the form. However, the medical certificate may be rejected by the Examination Board should any required information be missing.

Alternatively, you can choose option 2 and immediately make an appointment to be examined by the medical service of the city of Mainz (called *Amtsärztliche Dienst*) at the Public Health Office (*Gesundheitsamt*) and provide an official medical certificate confirming your inability to take the exam.

If you repeatedly assert an inability to take exams (i.e. if you were unable to take a total of five or more exams in at least two semesters), in the event of any renewed assertion of inability to take further exams you will always be required to immediately provide an official medical certificate (*amtsärztliches Attest*). The same applies if a student has already started the examination and asserts an inability to take the examination. In special cases, in particular if the inability to take the exam is obvious, such as with proven inpatient hospital stays, the student can apply to have the requirement of an official medical certificate waived. If an exam is interrupted due to illness, the proctors must be informed.

The costs for a medical certificate from a private physician or the official medical certificate are not covered by the university.

Medical confidentiality release:

Physician's last name, first name, address
or practice stamp

Student's last name, first name

I hereby release the above physician from his/her legal and contractual confidentiality obligation under the condition that the information will only be given in writing to the Exam Office/ Examination Board of the degree program of Mainz University of Applied Sciences that I am enrolled in.

This voluntary declaration is needed to certify my inability to take exams for the Exam Office/ Examination Board of Mainz University of Applied Sciences.

City, date, signature of student

Section II: To be completed by the treating physician

If students do not attend an exam due to health-related reasons, if they interrupt the exam or withdraw from it after it has been completed, they must provide the university with credible evidence of their illness and, in the event that they interrupt the exam or withdraw from it at a later date, they must present an official medical certificate (*amtsärztliches Attest*) certifying their inability to take the exam.

Please note: Variations in a student's daily "condition", fear of exams and the like do not generally constitute a significant impairment of performance in terms of an inability to take exams.

My examination on _____ (date) at _____: _____ (time) of the inability of the aforementioned patient to take exams had the following result from a medical point of view:

The illness is (please mark with an X):
 long-term, i.e. the duration is not yet foreseeable
 temporary

Period of inability to take exams: starting on (date) _____ at _____: _____ (time)
and lasting up to and including _____

Type and extent of illness/findings

Effects of the illness on the ability to take exams

From a medical point of view, a considerable impairment of the ability to perform is indicated and the inability to take exams is evident.

Practice stamp and physician signature

Date