



To be completed by the student:

Last name, First name, Date of birth

Student ID number

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

To be submitted to the respective examination 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 assessed coursework or theses on the due date for medical reasons, must submit credible proof of their illness to their respective examination office. For this purpose, students are required to submit a medical certificate confirming their inability to take an exam / submit assessed 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 assessed 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 and kindly refrain from charging a fee.

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 assessed coursework or theses

from _____ until _____

within the framework of an [] Initial Attestation or a [] Continuation Attestation

(estimated end date) for medical reasons and based on my examination on _____ (date) at _____ (time).

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)
[]

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 assessed 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 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 examination 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 examination office no later than three days after the respective examination date. Irrespective of this, you must have notified the examination 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 may 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 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 assessed coursework / thesis, **your medical certificate will become invalid.**

To assist us in processing your withdrawal, 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