

Please keep in mind that this is an unofficial translation of the document "Richtlinien bei Krankheit in wirtschaftswissenschaftlichen und wirtschaftspädagogischen Prüfungen ab Sommersemester 2015" for your convenience. This translation does not hold any legal validity.

Guidelines regarding illness

(Differing arrangements during Corona semesters ended Sept. 30, 2022).

Distinctions are made between:

1. Written exams¹
2. Theses
3. Seminar and term papers

In any of the above cases, the proof of inability to take an exam must be submitted to the Study office. The submission of the original proof (i.e. the original document) is required. If you do not use the proof of illness form from the Study office download center, you have to enclose an informal cover letter with the following information: Study program, name, matriculation number and exam.

Please also check the general rules at the end of the document!

ad 1: Written examinations

a. What proof of inability to take the exam must be submitted?

(Please use preferably the proof of illness form provided in the download center):

Case 1: First time withdrawal from exam due to illness.

Simple medical certificate, which only certifies the inability to take the exam from a medical point of view.

Case 2: Second time withdrawal from the same exam due to illness

Medical certificate from a medical officer (Amtsarzt) which certifies the inability to take the exam from a medical point of view or

Qualified certificate (which states your symptoms) from your attending doctor

Case 3: Third time withdrawal from the same exam due to illness and all further withdrawals

Medical certificate from a medical officer (Amtsarzt)

Case 4: Discontinuation of an already started exam due to illness

Medical certificate from a medical officer (Amtsarzt)

¹ These regulations also apply to presentations, exposés and oral (supplementary) examinations.

b. What is the deadline for submitting the original medical certificate?

Submission to the Study office's front desk "Info- and Servicebüro" during office hours of the Info- and Servicebüro or to the Study office's mailbox (in front of the Info- and Servicebüro) during the office hours of the ReWi building:

The medical certificate (original document) must be submitted to the Study office immediately, i.e. no later than the third working day after the exam date. Saturday is a working day. If the deadline falls on a Saturday, Sunday or public holiday, the deadline ends on the following working day.

Example 1: The exam takes place on Monday, so the certificate must be with the Study office on Thursday at the latest.

Example 2: The exam takes place on Thursday, so the certificate must be with the Study office on the next Monday at the latest.

Submission via mail (not e-mail):

The original certificate can be sent to the Studienbüro by mail. The postmark must be dated no later than the third working day (Saturday is a working day) after the day of the exam, otherwise the certificate was not submitted immediately.

The address of the Studienbüro is:

Johannes Gutenberg University
Studienbüro des Fachbereichs 03
Prüfungsangelegenheiten Wiwi
55099 Mainz.

c. What effect does a medical certificate have on retaking exams?

If your medical certificate has been accepted by the Study office, you must attend the re-take exam at the next exam date. The Study office does compulsory exam registration in this cases.

ad 2. Theses

a. What proof of inability to take the exam must be submitted?

Case 1: First report of illness between the beginning of the handling period and before the beginning of the last two weeks of the handling period

Simple medical certificate, which only certifies the inability to take the examination from a medical point of view (e.g. certificate of incapacity for work – Arbeitsunfähigkeitsbescheinigung).

Case 2: Second report of illness between the beginning of the handling period and before the beginning of the last two weeks of the handling period

Medical certificate from a medical officer (Arzt) which certifies the inability to take the exam from a medical point of view or

Qualified certificate from your attending doctor. In this case, the form provided in the download center must be used.

Case 3: Third or further report of illness between the start of the handling period and before the beginning of the last two weeks of the handling period

Medical certificate from a medical officer (Amtsarzt)

Case 4: Report of illness after the beginning of the last two weeks of the handling period

Medical certificate from a medical officer (Amtsarzt)

b. What is the deadline for submitting the original certificate?

Submission to the Study office's front desk "Info- and Servicebüro" during office hours of the Info- and Servicebüro or to the Study office's mailbox (in front of the Info- and Servicebüro) during the office hours of the ReWi building:

The medical certificate (original document) must be submitted to the Study office immediately, i.e. no later than the third working day after the date of issue. Saturday is a working day. If the deadline falls on a Saturday, Sunday or public holiday, the deadline ends on the following working day.

Submission via mail (not e-mail):

The original certificate can be sent by mail to the Studienbüro. The postmark must be dated no later than the third working day (Saturday is a working day) after the date of issue, otherwise the certificate was not submitted immediately.

The address of the Studienbüro is:

Johannes Gutenberg University
Studienbüro des Fachbereichs 03
Prüfungsangelegenheiten Wiwi
55099 Mainz.

c. What should I bear in mind regarding the new deadline?

The new submission deadline is set by the Study office. If the new deadline falls in the next semester (after 31.03. or 30.09.), your study time will increase accordingly.

ad 3. Seminar and term papers

a. What proof of inability to take the exam must be submitted?

Case 1: First report of illness

Simple medical certificate, which only certifies the inability to take the examination from a medical point of view (e.g. certificate of incapacity for work – Arbeitsunfähigkeitsbescheinigung).

Case 2: Second and all further reports of illness

Medical certificate from a medical officer (Amtsarzt) which certifies the inability to take the exam from a medical point of view or

Qualified certificate from your attending doctor. In this case, the form provided in the download center must be used.

b. What is the deadline for submitting the original certificate?

Submission to the Study office's front desk "Info- and Servicebüro" during office hours of the Info- and Servicebüro or to the Study office's mailbox (in front of the Info- and Servicebüro) during the office hours of the ReWi building:

The medical certificate (original document) must be submitted to the Study office immediately, i.e. no later than the third working day after the date of issue. Saturday is a working day. If the deadline falls on a Saturday, Sunday or public holiday, the deadline ends on the following working day.

Submission via mail (not e-mail):

The original certificate can be sent by mail to the Studienbüro. The postmark must be dated no later than the third working day (Saturday is a working day) after the date of issue, otherwise the certificate was not submitted immediately.

The address of the Studienbüro is:

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55099 Mainz.

c. What should I bear in mind regarding the new deadline?

The new submission deadline is set by the Study office. If the new deadline falls in the next semester (after 31.03. or 30.09.), your study time will increase accordingly.

As a general rule:

- A telemedical attestation (telemedizinisches Attest) is not sufficient.
- The original medical certificate must be submitted to the Studienbüro in due time and form.
- If you do not use the form provided in the download center, you must enclose an informal cover letter containing the above-mentioned information when submitting your medical certificate.
- Exams that have already been taken cannot be excused retroactively due to illness.
- Minor complaints, fluctuations in health, exam stress, and the usual exam anxiety are not sufficient to justify the inability to take an exam.

- Responsible medical officer (Amtsarzt):
 - Primary residence city of Mainz or district of Mainz-Bingen: <https://www.mainz-bingen.de/de/kontakt/>
 - Primary residence at another location in Rhineland-Palatinate: exclusively the public health office of the primary residence
 - First residence outside of Rhineland-Palatinate: if applicable, at the public health office of your residence, but in any case, the public health office in Mainz (address can be found above)
- The decision on the acceptance of the reasons stated for the inability to take an exam is made by the examination board (Prüfungsausschuss).
- **In case of questions or uncertainties, always contact the Studienbüro in good time.**