

## Form for the Provision of Evidence for the Inability to Take an Exam due to Illness (Medical Certificate) for Submission to the Central Examination Office (ZPA)

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### Information for Doctors

When a student does not participate in or terminates an exam for reasons of ill health, in accordance with the exam regulations of the University, he or she must provide supporting evidence for the illness. In accordance with § 63 Section 7 Higher Education Act NRW this evidence is provided in the form of a medical certificate/doctor's note, which confirms that the candidate was unable to take the exam due to illness at the date in question. Inability to take an exam due to illness means that the candidate is temporarily suffering from health impairments that significantly reduce the candidate's regular performance capacity during the exam and thus reduce his or her chance to achieve a result that reflects his or her knowledge and skills.

**Inability to take an exam due to illness (in a legal sense) is not given, e.g. in the case of**

- Fluctuations in physical fitness
- A minor cold (without fever)
- Permanent disorders (with or without fluctuating symptoms, e.g. depressions, ADHD, metabolic disorders, low or high blood pressure, disabilities; In the latter case, students need to file a separate application for compensation for disadvantages.)

The medical certificate must include the date and the expected duration of the illness.

In case that the student falls ill during the exam or if the student realizes, after completing the exam, that he or she was ill during the exam, the medical certificate in addition must confirm that the candidate's inability to take the exam could not be established prior to (oral exam) or prior to or during the exam (written exam).

**A general certificate of incapacity for work or class attendance at school is not accepted as sufficient evidence!**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Matriculation No. : \_\_\_\_\_ Course of Study: \_\_\_\_\_

### Declaration of the Doctor

Today, at \_\_\_\_\_ o'clock, I examined the above named patient.

As a result of the medical examination, I confirm that the patient is incapable of taking an exam due to illness, as his or her performance capacity is significantly reduced (in the above named sense). The attested health impairment is not permanent.

### Declaration in Case that the Inability to Take the Exam was Ascertained after the Start of the Exam

- Written Exam: It was not possible to establish the health impairment **prior to or during** the exam.
- Oral Exam: It was not possible to establish the health impairment **prior to** the exam.

**Expected Duration of the Illness (Date):** until \_\_\_\_\_

\_\_\_\_\_  
Date, Official Stamp, Signature of the Doctor

**Please handout this paper in original form to the central examination office!**

**To be filled out by the student:**

In the period covered by the medical certificate, I am registered for the following exams:

Exam Code/No. (if known)	Title of Exam

**The medical certificate must be obtained at the day of the exam at the latest. It is to be submitted immediately to the Central Examination Office (ZPA), at the third working day after the exam at the latest. The recorded day of receipt (stamped date) is decisive.**

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**Date, Signature of the Student**