The correct procedure in case of absence from an examination due to illness

Important:

It is not necessary to notify the university prior to the examination. You must hand in the original doctor’s certificate either in person (you can use the post boxes in the Müller Thurgau Haus or the outside post box) or by post to:

Hochschule GEISENHEIM University
Müller-Thurgau-Haus
Examinations Office
Von-Lade-Str. 1
65366 Geisenheim

Contact Degree Courses:
International Wine Business (IWBB), Vinifera EuroMaster (VM) and Vitis Vinum (VVM),
Ms Jutta Brandscheid (Jutta.Brandscheid@hs-gm.de)

- The original notification of sickness must be in the Examinations Office within 5 days, otherwise it will not be accepted.

- Please make sure that your doctor gives you either a notification of sickness (Arbeitsunfähigkeitsbescheinigung) or a doctor’s certificate (ärztliches Attest). No other confirmations or prescriptions can be recognized.

- Please indicate your student registration number and the module with the date of the examination to be excused.

- For absence from coursework, practical exercises, seminar papers or presentations, please forward the notification directly to the lecturer.

After the 4th absence from the same examination due to illness, only notification from a Public Health Officer (amtsärztliches Attest/behördliche Bescheinigung) can be accepted.