

Correct procedure in case of absence from an examination due to illness

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, D-65366 Geisenheim

Contact for the following degree programs:

International Wine Business (IWBB), Vinifera EuroMaster (VM) and Vitis Vinum (VVM)

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 notifications 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.

Please note: This is a translation from the German and is not legally ratified. It is offered solely as an aid to understanding. The German text remains the only official and legally binding version.

Prof. Dr. Randolph Kauer

Vorsitzender des Prüfungsausschusses

Bachelor Studiengänge:

Weinbau und Oenologie, Getränketechnologie,
Internationale Weinwirtschaft, International Wine Business,
Lebensmittelsicherheit,

Master-Studiengänge:

Vinifera EuroMaster, Vitis Vinum, Weinbau, Önologie und Weinwirtschaft

Alexander Peters, M.H.Edu.

Vorsitzender des Prüfungsausschusses

Bachelor Studiengänge:

Gartenbau, Landschaftsarchitektur, Lebensmittellogistik
und -management; Logistik u. Management Frischprodukte

Master Studiengänge:

Gartenbauwissenschaft, Landschaftsarchitektur, UMSB

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