Guidelines on Illness During Examinations in Business and Economics and Business Education from Winter Semester 2026/2027

Please keep in mind that this is an unofficial translation of the document “Richtlinien bei Krankheit in wirtschaftswissenschaftlichen und wirtschaftspädagogischen Prüfungen ab Wintersemester 2026/2027” for your convenience. This translation does not hold any legal validity.

General Provisions:

- Proof of inability to sit an examination due to illness must always be submitted to the Student Office in the original.
- If you do not use the form provided in the Download Centre, the medical certificate must be accompanied by an informal covering letter stating the following information: degree program, name, student ID number, and name of the examination.
- The original medical certificate must be submitted to the Student Office within the prescribed deadline and in the prescribed form.
- A medical certificate issued via telemedicine is not sufficient.
- Examinations that have already been taken cannot subsequently be excused on the grounds of illness.
- Minor complaints, temporary fluctuations in well-being, examination stress, and the usual anxiety associated with examinations are not sufficient to establish an inability to sit an examination.
- Responsible Public Health Officer (Amtsarzt):
    - If your primary residence is in the City of Mainz or the Mainz-Bingen district: Office for Veterinary and Public Health
    - If your primary residence is elsewhere in Rhineland-Palatinate: exclusively the Public Health Office responsible for your primary residence.
    - If your primary residence is outside Rhineland-Palatinate: where applicable, the Public Health Office responsible for your primary residence, but in all cases also the Mainz Public Health Office (address as stated above).
- The Examination Board decides whether the reasons for the inability to sit an examination are recognized.
- The Study Office does not provide registration services for repeat examinations.
- **If you have any questions or are unclear about any matter, please contact the Study Office promptly.**

Please also note the following information. A distinction is made between the following cases:

1. Written exams[1]

2. Theses

3. Seminar and term papers

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

regarding 1: Written examinations

a. What documentation must be submitted to certify inability to sit an examination?
(Please use preferably the proof of illness form provided in the download center):

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

A standard medical certificate confirming, from the physician's perspective, only the inability to sit the examination.

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

- a medical certificate issued by the public health authority (*Amtsarzt*) without further information, or
- a qualified medical certificate issued by your treating physician.

Case 3: **From the third time withdrawal from the same exam due to illness onwards**

A medical certificate issued by the public health authority (*Amtsarzt*)

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

A medical certificate issued by the public health authority. (*Amtsarzt*)

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

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

The original medical certificate must be received by the Study Office without undue delay, i.e. no later than the third working day after the date of the written examination (Saturday is considered a working day). If the deadline falls on a Saturday, Sunday, or public holiday, the deadline expires on the next working day.

Example 1: If the written examination takes place on Monday, the medical certificate must be received by the Student Office no later than Thursday.

Example 2: If the written examination takes place on Thursday, the medical certificate must be received by the Student Office no later than Monday.

Submission by postal service:

The original medical certificate may be sent to the Study Office by post. The postmark must be dated no later than the third working day after the date of the examination (Saturday is considered a working day); otherwise, the medical certificate will not have been submitted without undue delay. The address of the Study Office is:

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

c. What are the implications of a medical certificate for repeating written examinations?

If the medical certificate is recognized, the written examination must be retaken within 18 months. Students must register independently via JOGUStINe within the applicable deadline. If the 18-month deadline is missed, the repeat attempt will be graded as "failed" (5.0).

regarding 2: Theses

a. What documentation must be submitted to certify inability to sit an examination?

Case 1: **First notification of illness between the beginning of the working period and before the beginning of the final two weeks of the working period**

A standard medical certificate confirming, from the physician's perspective, only the inability to sit the examination (e.g. certificate of incapacity for work – *Arbeitsunfähigkeitsbescheinigung*).

Case 2: **Second notification of illness between the beginning of the working period and before the beginning of the final two weeks of the working period**

- a medical certificate issued by the public health authority (*Amtsarzt*) without further information, or
- a qualified medical certificate issued by your treating physician. In this case, the form provided in the Download Centre must be used.

Case 3: **Third or subsequent notification of illness between the beginning of the working period and before the beginning of the final two weeks of the working period**

A medical certificate issued by the public health authority (*Amtsarzt*)

Case 4: **Notification of illness after the beginning of the final two weeks of the working period**

A medical certificate issued by the public health authority (*Amtsarzt*)

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

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

The original medical certificate must be received by the Study Office without undue delay, i.e. no later than the third working day after the date of the written examination (Saturday is considered a working day). If the deadline falls on a Saturday, Sunday, or public holiday, the deadline expires on the next working day.

Submission by postal service:

The original medical certificate may be sent to the Study Office by post. The postmark must be dated no later than the third working day after the date of the examination (Saturday is considered a working day); otherwise, the medical certificate will not have been submitted without undue delay. The address of the Study Office is:

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

c. What must be observed with regard to the new submission deadline?

The new submission deadline is determined by the Student Office. If the new submission deadline falls in the following semester (after 31 March or 30 September), the duration of study will be extended.

regarding 3: Seminar and term papers

a. What documentation must be submitted to certify inability to sit an examination?

Case 1: **First notification of illness**

A standard medical certificate confirming, from the physician's perspective, only the inability to sit the examination (e.g. certificate of incapacity for work – *Arbeitsunfähigkeitsbescheinigung*).

Case 2: From the second notification of illness onwards

- a medical certificate issued by the public health authority (*Amtsarzt*) without further information, or
- a qualified medical certificate issued by your treating physician. In this case, the form provided in the Download Centre must be used.

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

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

The original medical certificate must be received by the Study Office without undue delay, i.e. no later than the third working day after the date of the written examination (Saturday is considered a working day). If the deadline falls on a Saturday, Sunday, or public holiday, the deadline expires on the next working day.

Submission by postal service:

The original medical certificate may be sent to the Study Office by post. The postmark must be dated no later than the third working day after the date of the examination (Saturday is considered a working day); otherwise, the medical certificate will not have been submitted without undue delay. The address of the Study Office is:

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

c. What must be observed with regard to the new submission deadline?

The new submission deadline is determined by the Study Office. If the new submission deadline falls in the following semester (after 31 March or 30 September), the duration of study will be extended.