

Guidance for medical certificates

The content of a medical certificate is of great importance for several reasons.

If you are unable to attend an examination due to illness, and you want the opportunity to go to the re-examination, your examination attempt must be cancelled.

In this situation it is important that you present an adequate medical certificate.

The same applies if you are ill and need to have your study time extended and therefore must provide evidence for whether you are eligible for an extra grant.

Ill before an examination

If you, due to illness, are unable to attend an examination, you should do the following:

1. Get medical attention immediately. You must do this on the day of the examination at the latest. The date of medical contact must be indicated in the certificate.
2. Provide a medical certificate that complies with the requirements described below. Please note that you have to pay for the certificate.
3. As soon as possible you must inform the programme secretary about your absence from the examination - if possible you should do this before the beginning of the examination.
4. The medical certificate must be submitted **within 3 days** of the examination.

***NB:** It is the student's responsibility to obtain and deliver the certificate on time.*

The Administration and the SU-office therefore urges you to note the following requirements for the medical certificate:

The medical certificate must clearly show that you have been sick

It is not sufficient to use terms such as "stress", "health problems", "mental problems" or similar. It must be stated that you have been "ill", had / have a "disease" or that you have been "on sick leave".

The medical certificate should clearly indicate the period in which you have been sick

This is done by stating from which month / year and to which month / year you have been sick. It should preferably state that due to illness you have had substantially reduced study activity in the specified period.

Validity of the medical certificate

It is very important that medical certificates are signed and stamped by a doctor. This way, there is no doubt about the validity of the medical declaration

What does an adequate medical certificate look like?

A medical certificate does not need to be long in order to be adequate, provided that it is precise and accurate. Below is an example of a sufficient medical opinion:

"It can be confirmed that XX with cpr.nr .: xxxxxx-xxxx, in the period from 3 June 2017 to and including 10 June 2017 has been ill. It can be confirmed that XX throughout the period has had substantially reduced study activity due to illness.

If you have any further questions

If you have any further questions about the content of the medical certificate, feel free to contact the student administration at your programme secretary or the SU office.