

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 [Formular für die Bescheinigung der Prüfungsunfähigkeit](#). You can use the post boxes in the „Müller Thurgau Haus“, the outside post box or send it by regular mail.

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 document must be in the Examinations Office within **5 days**, otherwise it will not be accepted.
- Please use the „Formular für die Bescheinigung der Prüfungsunfähigkeit“ only.
- Please indicate your student's ID 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.

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VL1/Examinations Office
JB/MD

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.