

How to extend the submission deadline of a written examination (term paper, thesis) in case of illness

If you cannot meet the submission deadline of a written examination (term paper, thesis) due to illness, you are obligated to do the following steps:

1. Consult a medical doctor on the first day of your illness and ask him or her to fill in the **medical certificate form**. Alternatively a medical certificate can be issued as an informal letter if it includes all information required.

The medical certificate form can be found [here](#).

2. Please inform your examiner(s) via phone or email and ask for an extension of the submission deadline.
3. Please inform the examination office about the extension of the submission deadline in written form via email (spv-sozialwissenschaften@hhu.de).
4. The medical certificate has to be submitted to the examination office **within four days**.

If you do not comply with these regulations the examination will be graded as a fail!