



**AALBORG UNIVERSITET**

**Department of Computer Science**

Document date: 09.08.2019

Document responsible: DPF

Latest revision: 09.08.2019

Approved date: 09.08.2019

Approved by: DPF

Case no.:

## Guide for required documentation in connection with exemptions concerning illness

### PURPOSE AND SCOPE

The purpose of this guide is to provide the study board with the best possible foundation for evaluating your application for exemption concerning illness. The documentation depends on which type of exemption you apply for.

It is not necessary to get a medical statement in all cases. Sometimes you can document your information via a printed copy of your journal from [www.sundhed.dk](http://www.sundhed.dk) – or in cases of pregnancy and maternity leave a maternity record and/or birth certificate.

In any case, the study board will decide if the documentation is sufficient and enough to grant an exemption. If the study board finds the documentation not is sufficient, it can ask for a medical statement or other type of documentation. Please note that according to [the examination policies](#) a medical statement can only be accepted as valid grounds for not attending an exam, if the student has contacted the doctor on the actual exam day.

When you ask your doctor for a medical statement – it can be relevant to give information about:

What kind of disease is it?

- For how long have you been ill (period of illness)?
- What kind of symptoms do you have?
- How does the disease affect your ability to study? Or your ability to participate in an examination, if you apply for special examination conditions?
- What treatment is given and what is the prognosis?

The study board is obliged to keep information about students confidential. It is only the study board chairman, vice chairman and the study secretary who will see any medical statement.

### CONTENT

#### Guide for a medical statement

The study board recommends that a medical statement as a minimum includes the following information:

- Name of patient, personal id number and address
- The name of the doctor, license ID, company address and education

- Information about what type of information in the medical statement that comes from the doctor's own assessment of the patient and what information comes from the student, other parties or the journal etc.
- Information about the student's doctor (name etc.).
- The doctor must give his/her medical opinion and include relevant aspects in the statement in order to fulfill the purpose of the statement
- Finally, the statement must be dated and signed by the doctor or similar.

The study board performs an individual evaluation of each case.

## **BACKGROUND AND HISTORY**

This guide was requested by the Study Board of Computer Science and is based on a guide made by the School of Medicine and Health, who has approved use of this copy.

## **OVERALL FRAMEWORK**

Reference is made to the joint programme regulations at AAU [Joint Programme Regulations](#).

## **CONTACT / RESPONSIBLE**

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