

WHAT TO DO WHEN YOU'RE SICK ON AN EXAMINATION DAY ?

1. **Within 3 working days** you **send your doctor's certificate by e-mail**, together with the name of the course you missed the examination for, to the examination office (joeri.delamane@ugent.be).
Your transcript of records will mention the code 'ziek' (sick).
 - **Important remark** (OER article 75 §4): ... **Certificates are not accepted if** they only report the student's explanation (i.e. dixit notes) or if they were drawn up after the day of the illness or accident (i.e. certificates after the event)...
2. In case of an **oral examination**, or an **examination with several groups**, you also report your absence to the examiner ([UGent-phonebook](#)) prior to the examination.
3. If you wish to request a **deferred examination**, you immediately **contact the examiner** ([UGent-phonebook](#)).
This is NOT A RIGHT!
 - If the examiner judges your absence as justified, he/she will check in mutual consultation with you the feasibility of a deferred examination **within the same examination period**.
 - You immediately inform the examination office (joeri.delamane@UGent.be) of the new date, with the examiner in cc.
 - More information can be found in article 75 of the [OER](#)

For the Bachelor- and Master Programmes Biology:
prof. A. Verbeke: Chair of the Examination Board
prof. T. Moens: Secretary of the Examination Board