

Requirement for a doctor's certificate for sick leave

The layout and content of a doctor's certificate is very important for several reasons. For example:

- if you are unable to take your exam due to acute illness and do not want to use an exam attempt.
- if, due to acute illness, you cannot submit your exam paper on the submission date and you do not want to use an exam attempt.
- if you are ill and need to be on sick leave from your programme for a shorter or longer period.
- If you want to apply for dispensation for an extra exam attempt, for example.

In these situations, it is important that you have a valid doctor's certificate.

Please note that it is your own responsibility to obtain and submit the doctor's certificate in a timely manner in relation to your situation.

Doctor's certificate requirements

The doctor's certificate must be prepared in accordance with §5 of the Ministerial Order on the submission of declarations, etc. (Ministerial Order no. 908 from 18/08/2011). See document page 2 (but note, only available in Danish).

In addition, the doctor's certificate must contain the following:

1. It must clearly state that you are or have been ill

It must clearly state that it is your doctor's professional assessment that you have been/are sick, that you have/have had an illness or that you are/have been on sick leave during the period of time relevant for your situation.

2. The period for your sick leave must be stated

The period of time required for you to be on sick leave for must be clearly stated. Therefore, the dates you are or are expected to be ill must be stated from the actual day / month / year to the precise day / month / year you have been or are expected to be ill.

Example of what the content of a doctor's certificate might look like

A doctor's certificate does not have to be long to be sufficient, but it must be accurate. Below is an example of an acceptable doctor's certificate:

'The above patient with cpr.nr.: xxxxxx-xxxx is registered at our practice. It can be confirmed that NN has been ill throughout the period from 3 March 2023 up to and including 10 March 2023. This information comes from my conversations with the patient.'

If you have any questions about the form of the doctor's certificate, you are welcome to contact the administrative coordinator at your degree programme or one of the student counsellors.

Rules

Extract from Ministerial Order no. 908 of 18/08/2011 on the submission of declarations, etc.

Content of the declaration

§5. A declaration must include information on:

- 1) **Patient's name, cpr number and their address.**
- 2) **The healthcare professional's name, authorisation ID, company address and profession (including any specialist title).**
- 3) **Which information in the declaration is based on the healthcare professional's own examination of the patient, and which comes from the patient himself, third parties or patient records, etc.**
- 4) **Whether the patient habitually uses the healthcare professional (e.g. doctor or dentist) who has prepared the declaration.**

Section 2. The healthcare professional must state their assessment of the patient and include in the statement those facts that the healthcare professional considers relevant to fulfil the purpose of the statement.

Section 3. The declaration must be dated and bear the signature of the healthcare professional or otherwise clearly be attributable to the healthcare professional.