

Guidelines on medical certificates

I) Definition:

1. A medical certificate or doctor's certificate is a written statement from a physician or another medically qualified health care provider which attests to the patient's incapacity to maintain professional or academic activity.
2. To be valid, a medical certificate must specify the rate (in % of full-time activity) of the incapacity to work as well as the beginning and end dates of that reduced capacity period. Should the incapacity persist after the date specified on the certificate, a new certificate must be provided. An incapacity to work cannot be considered retroactively.
3. The medical certificate should be submitted on a letterhead bearing the doctor's name, stamp and signature. It should be written in English or in one of the official languages of Switzerland, otherwise it should be translated by the student.

II) Procedure:

1. If the student is unable to attend one or two classes, they must contact the professor directly and inform them of their absence before the session(s).
2. If the student is unable to attend more than two classes, take an exam, or submit a paper or master's thesis, preliminary thesis, or doctoral dissertation, the student should contact the office of the Director of Studies (directionetudes@graduateinstitute.ch).
3. In all cases of absence for more than two days, the student must provide a medical certificate and/or any other relevant documentation to Director of Studies Office as soon as possible, in general, before the deadline. After reviewing the request, the Director of Studies Office will decide on appropriate action such as granting an R or C code, an extension of the deadline time or a leave of absence. Further information is available in the Implementation Guidelines of the Master Programmes or the PhD programme (see [here](#)).
4. If the student has a disability or chronic illness, they may be granted an academic adjustment during the study period if this is requested by a health care professional. In this case, the student must submit a recent report from their health care provider to the Student Wellbeing & Support Unit (wellbeing-support@graduateinstitute.ch) and complete the "Student Agreement Form" at the beginning of their studies (see [here](#)). If the student requires special adjustments to the work or study environment (e.g., assistive technology, visual aid, etc.), these must be included in the medical report.
5. A paternity or maternity leave or an adjustment of studies for family reasons can be granted upon request to the Direction of Studies. The student will have to justify their request with documents certifying the reason (e.g. a medical certificate from the doctor, a copy of the family register, etc.).

6. The Academic Adviser or the Student Wellbeing and Support Officer(s) are available to advise the student on the course their studies and to help them in case of a particular situation.
7. A student suffering from health problems can contact one of the Institute's psychologists, the University of Geneva's Health Center or the HUG-Student Consultation (see [here](#)).

III) Personal data protection:

1. The medical certificate must include only the name of the student, the date of the medical consultation, the necessary rest period with precise dates and the percentage of incapacity. No other medical or personal data is collected.
2. Personal data is not processed by manual or automatic means, but only electronically and in compliance with current regulations.
3. Only the Academic Adviser, the Student Wellbeing and Support Unit and the manager of the MA or PhD programmes receive and process the medical certificate. It is not shared with other services of the Geneva Graduate Institute or third parties, including professors.
4. Medical certificates are stored electronically on secure servers at the Geneva Graduate Institute. They are kept for the duration of the student's studies and disposed of after graduation.

Approved by the Academic Committee on 13 September 2022.