

SELF-CERTIFICATION MEDICAL FORM

1 What is self-certification?

It is a way to report a short period of illness of between 1 and 5 consecutive days. It can be used to: -

- inform the University of your absence from lectures, tutorials and other teaching and learning activities.
- support an Exceptional Circumstances (EC) request which is related to a time-bound assessment only (i.e., exams, phase tests, presentation etc; not permitted for coursework)

Self-certification can also be used within the EC process to report IT issues affecting performance in an online exam, including the ability to submit that exam by the submission deadline.

2 What do I need to do?

You need to complete a formal written and signed declaration to confirm:-

- what illness you have suffered from
- the dates of your illness
- how the illness affected your attendance and/or engagement with assessment

The self-certification must contain a clear description of the reasons for non-attendance/non-engagement with assessment; not merely a claim that you felt unwell.

3 Self-certification to report absence from lectures, tutorials and similar teaching and learning activities

Some courses have attendance requirements and you may need to submit documentary evidence to account for any absences from lectures, tutorials, etc. You need to check your module/course information to make sure you know what the attendance requirements are for your course, particularly if there are placement or professional body requirements.

4 Self-certification to support an Exceptional Circumstances request

Under the [Extensions and Exceptional Circumstances Policy and Procedure](#), you can submit a self-certification form to support your request for time constrained assessment activities only. This means examinations, phase tests, presentations, etc. Self-certification is not considered acceptable evidence to support a request relating to coursework.

6 How to submit a self-certification form

- Submit your self-certification to account for absence at teaching-related activities according to the guidance given in your module/course information.
- Submit your self-certification to support an EC request via the relevant online systems through My Student Record.

7 Limits on the use of self-certification

You can use the self-certification process for a maximum of two absences in a particular semester (or trimester if you are a postgraduate student) and a maximum of three absences in an academic year. If your period of illness is longer than five days, or if you have already used the self-certification process for the number of times as stated above, then you should seek medical advice and submit evidence as appropriate with your request.

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Certification

I certify that the information I have given on this form is correct to the best of my knowledge and understand that appropriate staff will have access to the information provided on this form.

Signed: Date: