

## CERTIFICATION OF STUDENT ABSENCE

### PLEASE READ NOTES OVERLEAF

This form may be used:

- For Self Certification by a student for up to 7 days (complete Part 1 only)
- To record advice by a tutor or other appropriate member of staff (complete part 1 & 2)
- For Formal Certification by a Medical Practitioner (complete Parts 1, 2 and 3)

**THIS FORM MUST NOT BE USED AS DOCUMENTATION SUBMITTED WITH A MITIGATING CIRCUMSTANCES FORM**

### Part 1: To be completed by the student

Name: \_\_\_\_\_ Student Id number (on library card) \_\_\_\_\_

Degree Programme: \_\_\_\_\_ Year of Study: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup>

Date of Absence: From: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ To: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

***(if more than 7 days, this must be signed by a medical practitioner – see part 3):***

### Reason for Absence *(please tick)*

Ill Health  Placement Interview  Religious  Personal  Other

Would you like an appointment to discuss anything that may be affecting your ability to attend fully YES/NO

*(If yes, a member of the Education team will contact you with further information)*

### Sessions Missed *(please tick all that apply)*

Tutorial

Lab Session (including project lab sessions for students in years 3 and 4)

Compulsory Workshop *(Please state the Unit code and details of the missed workshop, for example CHEM20311 Week 1)*

Test *(Please state the Unit code and details of the missed test, for example CHEM20500 Maths Test 1)*

**I declare that the above statement is an accurate, complete and honest representation of the facts.**

Signed by Student: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 2 To be completed by the relevant member of staff – Please note, only lab supervisors can sign for lab absences

Details of any arrangements made (e.g. test can be taken again etc): \_\_\_\_\_

Signed by member of Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 3 To be completed by Medical Practitioner – (for absences lasting more than 7 days)**

Name of Doctor: \_\_\_\_\_

The above named student is registered with my practice/is or was under my professional care (delete as appropriate)

He/she consulted me in relation to the medical condition described on (dates/times, etc):

Further comments:

Signed Practice stamp:

Date:

\_\_\_\_\_

**CERTIFICATION OF STUDENT ILL HEALTH – GUIDELINES**

These guidelines set out the procedures to be followed by the student who falls ill and are absent from the University for brief periods .

**Students are reminded that they must register with a local GP and must visit their GP for treatment of ill health where necessary. Students should always consult their GP if their illness is severe, if it persists or if they are in any doubt about their health.**

**1. Self-Certification - THIS WILL NORMALLY BE THE USUAL PROCEDURE**

- You should use self-certification to explain absences through illness for up to one week (i.e. seven days including the weekend). You should complete Part 1 of this form to give the exact dates of the absence and a clear explanation of the reason for it.
- The form should be handed in to the appropriate officer or person in the School immediately after the absence
- You should do all you can to inform your School at the time of your illness and to seek advice. Although you may feel too ill to attend classes or you believe your illness is affecting your performance, you may be able to visit your School.
- You should give this form to the session leader and they can use Part 2 to record the advice given to you and/or that you appeared to them to be unfit to perform to your potential.

**Repeated self-certification will normally result in the student being referred to the University Student Health Service for assessment.**

**2. Medical Certification**

**For illness of more than one week:** If you are ill for longer than one week, you should obtain a consultation with your GP and ask for your illness to be certified using Part III of this form. Copies of this form are available in local GP practices.

**When you visit your GP for treatment or because you are concerned about your health:** As stated above, you should always consult your GP if your illness is severe or if you are in any doubt about your health. If you do this you may ask your GP to certificate your illness and Part III may be used for this purpose. Some practices may make a charge for this.

**3. Illness prior to/or during examinations:** You must call the Education office on 0161 306 4410 if you are going to miss an examination. You will be required to complete a mitigating circumstances form if necessary and supporting documentation must be provided. **This form cannot be used to support your application**