

## Student self-certification for minor short-term illness<sup>1</sup>

If a student is unwell during term-time they should self-certify their illness through their e:Vision account.

The student should complete the form within seven days of their first day of absence. Submissions via e:Vision are automatically recorded on the student record system. Support departments, Colleges and the student's academic department are able to view these dates of absence.

Students can self-certify for a maximum of ten days in any one academic year with a maximum of seven days for any one period of illness.

### **A medical certificate from the student's GP (doctor) is required if:**

1. The period of absence through illness extends beyond 7 consecutive days.
2. The student will have been absent through illness for a total of more than 10 days in the current academic year.
3. The period of illness is to be considered as exceptional circumstances\* in relation to performance in any formal assessment that counts towards final award or is a requirement for progression from one year or stage to the next.
4. Where for disciplinary or probationary reasons the Board of Studies has formally required the student to attend all teaching.

E:Vision will not allow a student to self-certify more than 10 days absence so a copy of the medical certificate should be sent to the Student Hub to add to the student record.

### **Please be aware:**

- Self-certification should only be used for reporting illness-related absences. Any non-illness related absences reported via this system will still be deducted from the maximum total of 10 days.
- Self-certification cannot be used as evidence for an exceptional circumstances claim. Check the [exceptional circumstances web page](#) for information on submitting and evidencing a claim.
- Departments may accept self-certification as mitigation for attendance at their own discretion, please contact your academic department or supervisor for clarification.

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<sup>1</sup> Please note that this policy does not apply to students studying in the department of Health Sciences or in HYMS as there are separate systems in those departments, due to professional accreditation requirements.

Students need to be made aware that this is not permission to take 10 days off per year. If a student is considered to be misusing this system this will be dealt with as a disciplinary matter. It is expected that students will normally be able to catch up on any academic work missed during a self-certificated period of absence.

### **Departmental Information**

Each academic department is encouraged to put a section in programme handbooks detailing the circumstances under which self-certification will be accepted for students on that programme. This gives departments the opportunity to make explicit the circumstances under which exemption 3 applies on specific programmes.

*Originally Approved by Senate 17<sup>th</sup> May 2005 (M05/31).  
Content revised 01<sup>st</sup> September 2017.*

### **Which days to include**

For the purposes of self-certification every term-time weekday is counted as a day. This is because full-time students are expected to be engaged in academic activities for approximately 40 hours per week. It is assumed (for self-certification) that these hours are evenly divided, Monday-Friday. The academic activities include both time-tabled structured learning and private study. If a student is unwell on a term-time weekday they will therefore be missing study of some sort, whether teaching or private study.