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1. Introduction

1.1 This document sets out the University’s procedure for Student Self-Certification of Absence from Learning, outlining the arrangements for the use of self-certification for students who miss learning opportunities due to short-term illness.

2. Purpose

2.1 The purpose of this procedure is to ensure a consistent approach across the University in relation to arrangements for short-term student illness preventing study.

3. Scope

3.1 This procedure applies to all undergraduate and postgraduate taught students undertaking programmes of study at the University of Manchester, including those undertaking a placement period. It covers teaching and learning activities, but does not extend to exams or assessment; absence from such activities due to student illness would be considered under the University’s Policy on Mitigating Circumstances.

4. Procedure: General principles

4.1 In cases where students are prevented from studying learning activities for up to and no more than seven calendar days, they should contact their relevant School or Programme Office on the first day of absence and complete a Student Self-Certification of Absence Form to cover medical absences. This form should be submitted by email to the relevant School or Programme Office as soon as possible.

4.2 The University does not normally require medical/supporting documentation for periods of absence of up to seven calendar days; however, if students have multiple or reoccurring periods of absence of up to seven calendar days, Schools should advise students to consider applying for mitigation under the Policy on Mitigating Circumstances.

4.3 If students have a disclosed disability¹ and have registered this with the Disability Advisory and Support Service (DASS), they do not need to submit repeated student self-certification forms if their short-term absence relates to their disability unless they require support from the School to manage the impact of an exacerbation on their studies. However, if they miss a seminar/lecture etc. where a formal register is taken, they will be required to follow their School/Programme’s absence reporting procedures.

¹ The legal definition of a disability is ‘a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities’.
4.4 If students have any doubt as to whether they should self-certify for a particular period of illness or short-term absence, they should discuss this with their Academic Advisor or their School/Programme Office.

4.5 In the event of students having significant medical circumstances lasting *more than 7 calendar days* which will affect their attendance at or engagement with learning activities, they should contact their School or Programme Office, and consider applying for mitigation under the [Policy on Mitigating Circumstances](#).

4.6 Student self-certification forms will not be accepted for absence from exams or other forms of assessment; in these cases, students should apply for mitigation under the [Policy on Mitigating Circumstances](#).