

**Student Self-Certification of Absence Form**

This form is for the use of Undergraduate and Postgraduate taught students who need to self-certify circumstances resulting in absence from their programme of study for a period of **UP TO AND INCLUDING 7 CALENDAR DAYS.**

Student Self-Certification of Absence from Learning is for students who miss learning opportunities due to short-term illness but it can also apply to situations such as loss of IT connection, care duties etc.. It does not cover exams or assessment.

Self-certification of absence should not be used for absences which last more than 7 calendar days or which are likely to affect a student’s attendance at, or performance in, any exams or assessments. In these circumstances, you should consider submitting a claim for mitigation, under the University’s [Policy on Mitigating Circumstances](http://www.regulations.manchester.ac.uk/academic/policy-on-mitigating-circumstances/) and Coursework Extensions.

Self-certification is part of the process of a student reporting to the University that they are struggling to engage with learning opportunities.

You should submit this form to your School Support Office as soon as you can following your return from absence (normally within two working days of the end of the period of absence), or in advance if you are aware of your absence beforehand (for example, if you will be having a minor operation which requires a few days recuperation). If you have any queries about completion or submission of this form, you should contact your Programme Team/School Support Office for advice. A list of School Support Offices is available at: <http://www.studentsupport.manchester.ac.uk/uni-services-az/school-support/>.

**PLEASE NOTE: NO EVIDENCE OR GP SIGNATURE IS REQUIRED**

**SECTION A – for completion by the student:**

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| --- | --- |
| Name of Student: |  |
| Student ID: |  |
| School: |  |
| Degree Programme: |  |
| Level of Study: |  |
| Are you studying in the UK on a student visa? | YES / NO (please delete as applicable) |
| In Semester Address: |  |
|  |
|  |
| Reason for Absence: |  |
| Date of First Day of Absence: |  |
| Last Day of Absence (If Known): |  |

Please list the academic commitments affected. Please give units, dates and times of compulsory classes, lectures etc. and deadlines for formative and summative assignments.

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Type of teaching, e.g. lecture, seminar, laboratory session** | **Date of teaching affected by the absence** |
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**Declaration**: I confirm that the information I have given on this form is correct to the best of my knowledge. I understand that providing false information will be regarded as a disciplinary offence by the University. I understand that appropriate University academic and support staff will have access to the information I have provided on this form. I agree to allow the University to hold and use this data for the purposes for which it was submitted in accordance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| **Signature of student** |  |
| ***Or*** signed on his/her behalf by member of staff within the relevant School Support Office | NamePositionSignature |
| **Date** |  |

PLEASE SUBMIT THIS FORM TO YOUR [SCHOOL SUPPORT OFFICE](http://www.studentsupport.manchester.ac.uk/uni-services-az/school-support/)

**PLEASE NOTE: NO EVIDENCE OR GP SIGNATURE IS REQUIRED**

**SECTION B: For Completion by University Staff/School**

|  |  |
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| **Considered and recorded by (staff name):** |  |
| **Position** |  |
| **Date** |  |
| **Action to be taken:**  |  |

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| **Student Self-Certification of Absence Form** **Version amendment history** |
| Version  | Date  | Reason for change  |
| 1.0 | March 2020 | Creation and approval by TLG Executive |
| 1.1 | September 2020  | Updated to expand the procedure to cover not just student illness but other circumstances causing absence from learning activities or preventing engagement with study.  |
| 1.2 | November 2021 | Clarification that this form does not cover absences of over 7 days or those which may affect students’ exams or assessments, and link to the Policy on Mitigating CircumstancesUpdate of Policy owner and main contact in Document control box.  |
| 1.3 | August 2023 | References to the name of the ‘Policy on Mitigating Circumstances’ changed to ‘Policy on Mitigating Circumstances and Coursework Extensions’ |

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| **Document control box** |
| Policy/procedure title: | **Student Self-Certification of Absence Form**  |
| Date approved: | September 2020 |
| Approving body: | TLSG |
| Implementation date: | March 2020 |
| Version: | 1.3, August 2023 |
| Supersedes: | Version 1.2, November 2021 |
| Previous review dates: | March 2020, September 2020, November 2021 |
| Next review date: | September 2024 |
| Related Statutes, Ordinances, General Regulations | N/A |
| Related Policies: | * [Policy on Mitigating Circumstances](https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/assessment/reaching-decisions-from-assessment/mitigating-circumstances/) and Coursework Extensions
 |
| Related Procedures and Guidance: | * [Procedure for Student Self-Certification of Absence from Learning](http://documents.manchester.ac.uk/display.aspx?DocID=48679)
* [TLD Academic Development and Policy teaching and learning policies and procedures](http://www.staffnet.manchester.ac.uk/tlso/policy-guidance/)
 |
| Policy owner: | Head of Student and Academic Services |
| Lead contact: | For queries about this form itself: Teaching and Learning Manager (Policy and Degree Apprenticeships), Division of SAS (*teaching-policy@manchester.ac.uk**)*For specific queries about self-certification of absence: Students should contact their School Support Office  |