Guidance for undergraduate and postgraduate taught students on Mitigating Circumstances and Self-Certification of Absence relating to Covid-19 (Coronavirus), 2020/21

Self-certification of absence
If you have been experiencing issues related to ill health, technology failure, or new care responsibilities that have prevented you from engaging with your studies for seven days or less, you should complete the Student Self-certification of absence form and send this to your School support team.

You are reminded that if you are struggling to access appropriate IT equipment to enable you to fully engage with your studies online or via blended learning, you can contact the email address: helpmegetonline@manchester.ac.uk who will be able to provide appropriate levels of support depending on individual circumstances.

Mitigating circumstances
You only need to submit a claim for mitigating circumstances if your illness or personal circumstances relating to Covid-19 is impacting on your ability to engage with the blended learning resources resulting in you being unable to submit required assessments.

If you have been experiencing issues that prevent you from engaging with your studies for more than seven days, and you believe that this will impact your ability to complete an assessment, you should submit a claim for mitigating circumstances to your School support team. You will need to provide supporting evidence of the issues you are experiencing. This can include your self-certification of illness form but your claim would be strengthened if you also had other supporting evidence.

For claims for Mitigating Circumstances relating to illness, you will be required to provide evidence to support your claim. This can include your self-certification of illness form but your claim would be strengthened if you also had other supporting evidence.

Evidence you could provide relating to COVID-19 are:

- Evidence of a positive test, (screen shot, email)
- NHS text confirming the need to self-isolate
- Evidence you live with someone who has tested positive (utility bill etc.)

Evidence you could provide relating to technology failure are:

- Copies of correspondence from your internet service provider or utility company, as appropriate
- If you experience a network or hardware fault at the point of submission, you should take a screenshot or photograph of any error message

Evidence you could provide relating to new care responsibilities include:

- Copies of emails/letters from your child’s school/childcare facility confirming that your child is unable to attend their usual facilities, including relevant dates
Your School support team will be able to advise on the location of the mitigating circumstances form and where to submit it to.

Guidance on IT issues being considered a ground for mitigation during the Coronavirus outbreak can be found at: http://documents.manchester.ac.uk/display.aspx?DocID=51373.

Self-isolation due to Covid-19
If you have tested positive for Covid-19, you should contact your School to inform them and ask to be moved to the online study option during any period in which you are required to self-isolate. If you are unable to engage with your studies or submit assessments for any reason during this period, you should follow the guidance outlined above regarding submitting a claim for mitigating circumstances.

Further information
Further information about staying safe, and what to do if you or a member of your household has symptoms of Covid-19, can be found at: https://www.welcome.manchester.ac.uk/welcome-and-induction/arriving-on-campus/staying-safe/

A list of frequently asked questions relating to the current Covid-19 situation is available at: https://www.welcome.manchester.ac.uk/welcome-and-induction/arriving-on-campus/staying-safe/coronavirus-faqs/
Further guidance and frequently asked questions about mitigating circumstances during the Coronavirus outbreak can be found at: http://www.studentsupport.manchester.ac.uk/study-support/academic-support/accessing-online-teaching-and-learning/assessments-and-exams/mitigating-circumstances/

Advice on mitigating circumstances is also available from the Students’ Union: https://manchesterstudentsunion.com/advice/academic-advice/mitigating-circumstances

A Basic Guide to Mitigating Circumstances is available at: http://www.regulations.manchester.ac.uk/academic/basic-guide-mitigating-circumstances/