

# THE UNIVERSITY OF MANCHESTER

## SELF-CERTIFICATION OF STUDENT ILL HEALTH- POSTGRADUATE RESEARCH STUDENTS

### PLEASE READ THE NOTES OVERLEAF

This form may be used:

- i). For Self Certification by the student (complete Part I only)
- ii). To record advice by a tutor or other appropriate member of staff (complete Part I & II)
- iii). For Formal Certification by a Medical Practitioner (complete Parts I and III) **NB: It is not part of your GP's duties to provide routinely certification for short term illness. If asked to do so, the GP may charge a fee. Read notes overleaf.**

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#### Part I To be completed by the student

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student Registration No \_\_\_\_\_ Programme \_\_\_\_\_

Details of Medical Condition including times and dates:

Way in which work is affected:

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

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

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#### Part II To be completed by a member of staff

(To record advice given and/or that the student appeared to be unfit to attend and/or to perform to his/her potential.)

Signed by member of staff \_\_\_\_\_ Date \_\_\_\_\_

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#### Part III To be completed by Medical Practitioner

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 (PGR STUDENTS) - GUIDELINES**

These guidelines set out the procedures to be followed by postgraduate research (PGR) students who fall ill and are absent from the University for periods of seven days or less and/or who believe their illness may have affected their academic performance. 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**

(i) You should use self-certification to explain absences through illness for up seven days, including weekends. You should complete Part I 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 your Supervisor immediately after the absence.

(ii) You should do all you can to inform your Supervisor at the time of your illness and to seek advice. You should give this form to your Supervisor and they can use Part II to record the advice given to you and/or that you appeared to them to be unfit to perform to your potential.

### **2. Statement of Fitness to Work**

#### **For illness of eight days or more**

The university will accept self-certification, as above, for illness of up to seven days. For illnesses of eight days or longer, students are required to produce a Statement of Fitness to Work, available via their General Practitioner, which also relates to students' fitness to study. The Statement will confirm if you are i) unfit for work or ii) fit for work but require some support. Full details can be found in Statement of Fitness to Work (PGR Students) Guidance Notes available at

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/>.

#### **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 formal assessments**

If you are ill immediately prior to a formal assessment (e.g. your oral examination), you must inform your Supervisor immediately and discuss the situation with him/her or other appropriate person in the School (e.g. Graduate Office Administrator, Advisor). Depending on the circumstances, you may be advised to proceed with or postpone the assessment. You may be asked to self-certify your illness using this form and the appropriate person in the School will use Part II to record advice given and/or that you appeared to be unfit to perform to your potential. This should be handed in, or posted, to your Supervisor as soon as possible.

If you are taken ill during a formal assessment or oral examination, you should be referred to the University Student Health Centre. The doctor or nurse at the Student Health Centre who sees you will, at your request, complete this form and send it to your Supervisor to confirm the visit and the ill health.