

School of Mathematics

Certification of Student Ill-Health

PLEASE READ NOTES OVERLEAF

This form may be used:

- For Self Certification by the student (complete Part I only)
- For Formal Certification by a Medical Practitioner* (complete Parts I and II)

**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.*

This form **does not** replace the mitigating circumstances form. You must also ensure that you complete a mitigating circumstances form if you wish this to be taken into consideration by the examination board.

Part I (To be completed by the student)

Name	
Date of Birth	
Student ID No.	
Programme	

Details of Medical Condition including times and/or dates:	
Way in which work is affected: (e.g. missed MATH10212 coursework test)	
I declare that the above statement is an accurate, complete & honest representation of the facts.	
Signed:	Date:

Part II (To be completed by Medical Practitioner)

Name of Doctor:	
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The above named student is registered with my practice/is or was under my professional care. <i>(delete as appropriate).</i>	
He/she consulted me in relation to the medical condition described on: <i>(dates/times, etc.)</i>	

Signed:	Practice stamp:
Date:	

CERTIFICATION OF STUDENT ILL-HEALTH GUIDELINES

These guidelines set out the procedures to be followed by students who fall ill and are absent from the University for brief periods and/or 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 for illness up to one week in term time

- a. You should use self-certification to explain absences through illness for up to one week (i.e. seven days including the weekend). 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 the Teaching and Learning Office in the School immediately after the absence.
- b. You should do all you can to inform the School of Mathematics at the time of your illness and to seek advice, particularly if you feel too ill to attend classes or you believe your illness is affecting your performance: mathematics@manchester.ac.uk or 0161 275 5800.

Repeated self-certification will normally result in the student being referred to the Student Occupational Health Service for assessment.

2. Medical Certification for illness of more than one week in term time

The university will accept self-certification, as above, for illness of up to one week but if you are ill for longer than this you should obtain a consultation with your GP and ask for your illness to be certified.

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 II may be used for this purpose. Some practices may make a charge for this.

3. Illness prior to/or during Examinations

If you are ill immediately prior to or during examinations you **must** inform the School of Mathematics immediately (mathematics@manchester.ac.uk, 0161 275 5800). You may be asked to certify your illness using the mitigating circumstances form and provide medical evidence such as a letter from your GP or hospital. This should be submitted online as soon as possible and **before** the appropriate deadline.

<http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/>

Semester One Deadline:	30 January 2015
Semester Two Deadline:	05 June 2015
Re-sit Examination Period:	1 September 2015
Dissertation Submission (MSc Only) Deadline	4 September 2015