

Procedure for Student Self-Certification of Absence from Learning

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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 or inability to access or engage with their studies.

2. Purpose

- 2.1 The purpose of this procedure is to ensure a consistent approach across the University in relation to arrangements for notifying the University of short-term student illness or other circumstances causing absence from learning activities or preventing engagement with 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 relates to *teaching and learning activities, but does not extend to exams or assessment*; absence from such activities would be considered under the University's [Policy on Mitigating Circumstances and Coursework Extensions](#). Therefore, if students' illness or absence is likely to affect their attendance at, or performance in any exams or assessment, they should consider submitting a claim for mitigation.

4. Procedure: General principles

- 4.1 In cases where students are prevented from studying or taking part in teaching or 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](#). This form should be submitted by email to the relevant School or Programme Office as soon as possible, but normally within two working days of the end of the period of absence. [A list of School Student Support Office contact details can be found online.](#)
- 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 and Coursework Extensions](#).

- 4.3 If students have a disclosed disability^[1], they have registered this with the [Disability Advisory and Support Service \(DASS\)](#) and their support plan highlights attendance difficulties, they do not need to submit a student self-certification form if their short-term absence relates to their declared disability. 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 wherever possible.
- 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 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 and Coursework Extensions](#).
- 4.6 Schools should monitor the number of self-certification forms a student submits so that if a student submits multiple self-certification of absence forms in one academic year, particularly if these are for the same condition, Schools should contact the student to check if there are any support needs or relevant onward referrals required to specific support offices or other resources.
- 4.7 If international students are absent from study for 10 days without the knowledge or permission of the University, the institution is legally required to inform the Home Office (UKVI), which could result in the student's visa being rescinded.
- 4.8 Student self-certification forms will not be accepted to cover absence from exams or other forms of assessment; in these cases, students should apply for mitigation under the [Policy on Mitigating Circumstances and Coursework Extensions](#). However, submitted student self-certification forms could be used as a form of evidence towards a claim for mitigation under the Policy on Mitigating Circumstances; in such cases, however, the student's claim for mitigation would be stronger if they also provided appropriate, independent, third-party supporting or collaborative documentation.

^[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'.

Procedure for Student Self-Certification of Illness		
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	September 2021	Revised for the 2021/22 academic year
1.3	August 2023	References to the name of the 'Policy on Mitigating Circumstances' changed to 'Policy on Mitigating Circumstances and Coursework Extensions'

Document control box	
Policy/procedure title:	Procedure for Student Self-Certification of Absence from Learning
Date approved:	September 2021
Approving body:	TLSG
Implementation date:	March 2020
Version:	1.3, August 2023
Supersedes:	Version 1.2, September 2021
Previous review dates:	March 2020, September 2020, September 2021
Next review date:	September 2025
Related Statutes, Ordinances, General Regulations	N/A
Related Policies:	<ul style="list-style-type: none"> • Policy on Mitigating Circumstances and Coursework Extensions
Related Procedures and Guidance:	<ul style="list-style-type: none"> • TLD Academic Development and Policy teaching and learning policies and procedures • Student Self-Certification of Absence Form
Policy owner:	Head of Student and Academic Services (SAS)
Lead contact:	Teaching and Learning Manager (Policy and Degree Apprenticeships), Division of SAS <i>For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</i>