

### **1 What is self-certification?**

It is a way to report a short period of illness of between 1 and 5 consecutive days. It can be used to: -

- inform the University of your absence from lectures, tutorials and other teaching and learning activities.
- support an Exceptional Circumstances (EC) request which is related to a time-bound assessment only (i.e., exams, phase tests, presentation etc; not permitted for coursework)

Self-certification can also be used within the EC process to report IT issues affecting performance in an online exam, including the ability to submit that exam by the submission deadline.

### **2 What do I need to do?**

You need to complete a formal written and signed declaration to confirm:-

- what illness you have suffered from
- the dates of your illness
- how the illness affected your attendance and/or engagement with assessment

The self-certification must contain a clear description of the reasons for non-attendance/non-engagement with assessment; not merely a claim that you felt unwell.

### **3 Self-certification to report absence from lectures, tutorials and similar teaching and learning activities**

Some courses have attendance requirements and you may need to submit documentary evidence to account for any absences from lectures, tutorials, etc. You need to check your module/course information to make sure you know what the attendance requirements are for your course, particularly if there are placement or professional body requirements.

### **4 Self-certification to support an Exceptional Circumstances request**

Under the [Extensions and Exceptional Circumstances Policy and Procedure](#), you can submit a self-certification form to support your request for time constrained assessment activities only. This means examinations, phase tests, presentations, etc. Self-certification is not considered acceptable evidence to support a request relating to coursework.

### **5 How to submit a self-certification form**

- Submit your self-certification to account for absence at teaching-related activities according to the guidance given in your module/course information.
- Submit your self-certification to support an EC request via email to [mc@ucenmanchester.ac.uk](mailto:mc@ucenmanchester.ac.uk)

### **6 Limits on the use of self-certification**

You can use the self-certification process for a maximum of two absences in a particular semester (or trimester if you are a postgraduate student) and a maximum of three absences in an academic year. If your period of illness is longer than five days, or if you have already used the self-certification process for the number of times as stated above, then you should seek medical advice and submit evidence as appropriate with your request.

## SELF-CERTIFICATION FORM

Surname/Family Name	
Forename(s)	
Student ID number	
Course	
Year of course	
Semester	

Please complete the following as applicable:

### For short-term illness

I declare that I was suffering from illness during the following period (enter first day and last day of absence) - ***note that you can only self-certificate for a maximum of 5 days:***

First date of illness		Last date of illness	
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I was suffering from:
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This affected my attendance/studies /assessment in the following way:
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## For IT issues during an online exam

I declare that I suffered IT issues <b>during the following online exam:</b>
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Module:		Date	
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This affected my performance in the exam in the following way:
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### Certification

I certify that the information I have given on this form is correct to the best of my knowledge and understand that appropriate staff will have access to the information provided on this form.

Signed:		Date:	
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Completed forms should be submitted via email to: [mc@ucenmanchester.ac.uk](mailto:mc@ucenmanchester.ac.uk)