

**THE UNIVERSITY of MANCHESTER**  
**CERTIFICATION OF STUDENT ILL HEALTH**

**PLEASE READ 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 - 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 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 – THIS WILL NORMALLY BE THE USUAL PROCEDURE**

(i) 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 appropriate office or person in the department immediately after the absence.

(ii) You should do all you can to inform your department at the time of your illness and to seek advice. Although you may feel too ill to attend classes or you believe your illness is affecting your performance, you may be able to visit your department. You should give this form to your tutor or other appropriate member of staff 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.

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

### **2. Medical Certification**

#### **For illness of more than one week**

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 using Part III of this form. Copies of this form are available in local GP practices.

#### **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 Examinations**

If you are ill immediately prior to or during examinations you must inform your Department immediately and discuss the situation with your personal tutor or other appropriate person in the department. Depending on the circumstances, you may be advised to proceed with the examinations or, instead, to sit the examinations at the next opportunity. You may be asked to self-certify your illness using this form and the appropriate person in the Department 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 the appropriate office or person in the department as soon as possible.

If you are taken ill during an 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 the department to confirm the visit and the ill health.