Sickness Self-certification Form

# Guidance notes

This form is valid for absences due to illness for up to 7 days. If the absence is longer than 7 consecutive calendar days, then you are required to get a medical certificate from your GP.

This form is only for absence from lectures, workshops and seminars; it does **not cover** missed items of summative assessment (exam, coursework, viva, etc.). If you have missed an item of assessment, you must complete a separate form (either Extension Request form or Mitigating Circumstances form), to be eligible for an extension or re-sit. Please refer to your Module/Course Leader for further information on these forms.

**Notes:**

* Only to be used for the first 7 days of illness
* Do not use for assessment extension or mitigating circumstances
* Submit this form through SSP

First Name:

Surname:

Student Number (registration):

Please give brief details of your sickness:

First day of absence owing to sickness: / /

Date of return to class: / /

Signature Date / /