

Student Illness: Guidance notes and statement of procedures

[TQA Manual - Introduction and Contents](#)

1 Student illness

- 1.1 Students are expected to attend all formal assessments and examinations. If a student is ill at the time of an assessment or examination, they should still attempt the assessment or examination where possible, and request consideration of mitigating circumstances.
- 1.2 Students must submit a [personal sickness certificate](#) to their College Office (or to the Flexible Combined Honours Office) for all absences from their programme of study and whenever illness may have affected a formal assessment or a submission deadline, or affected performance in an assessment or examination, or resulted in a missed assessment or examination.
- 1.3 Students are reminded that many medical practices are unable to provide a medical certificate unless they are consulted during the illness. Students are therefore advised to contact their medical practitioner as soon as possible when a medical certificate is normally expected (see below).

2 Submission of certificates

- 2.1 Any [personal sickness certificates](#) and medical certificates or other supporting evidence must be submitted to the relevant College Office or Flexible Combined Honours Office at the earliest opportunity.
- 2.2 Colleges should keep medical certificates and supporting evidence until the end of the year following the student's graduation or leaving the University.

3 Ability to work significantly affected by a medical condition.

- 3.1 Where a student's ability to work has been significantly affected by a medical condition which has continued over a period of time, even though actual absences may have been occasional or intermittent, the student should arrange for a note from a medical practitioner to explain the condition and its effect.
- 3.2 This note should be submitted to the appropriate Office, and an application for consideration of mitigation made.

4 Absence from programme of study

- 4.1** The following arrangements normally apply in instances of absence from programme of study due to ill health, with exceptions relating to assessments and examinations detailed below.
- 4.2** Absence of six consecutive days or fewer.
For an absence of six consecutive days or fewer, the student must complete a [personal sickness certificate](#). This must be submitted to the relevant College Office (or the Flexible Combined Honours Office) together with any supporting evidence.
- 4.3** Absence of more than six days.
For any absence of more than six consecutive days the student must provide a medical certificate from a medical practitioner.
- 4.4** Absence of more than twenty working days.
Colleges need to inform the Registry when the absence has exceeded 20 consecutive days. The Registry is then required to inform the LEA of such an absence.
- 4.5** Persistent absence.
Where a student is persistently absent from their programme of study due to illness the College may require a medical certificate for all future absences, however long. In such cases the College Office will notify the student of this requirement.
- 4.6** Absence from teaching practice
An education student on teaching practice must inform the College's ITT Partnership Office of **any** absence within 24 hours.

5 Performance in an assessment or examination affected by illness.

- 5.1** The University has established a [mitigation system](#) for considering the possible effects of illness on students' performance.
- 5.2** Wherever possible students should attempt exams or other assessments, even when affected by illness, and make an application for mitigation. Any absence from assessments or examinations will be need to be fully explained, and may be excused only in the case of serious illness (see section 6 below).
- 5.3** Where a student believes that their performance in an examination or assessment has been affected by illness an application for consideration of mitigation must be submitted to the College or Flexible Combined Honours Office at the earliest opportunity. This is normally expected within one working day of the examination or assessment at the latest. Retrospective or late applications will only be considered in exceptional circumstances.
- 5.4** Such reports must be accompanied by supporting evidence for consideration by the Mitigation Committee.
- 5.5** The Mitigation Committee will consider the explanation offered together with the

supporting evidence, and will make a recommendation to the Board of Examiners on the likely level of affect.

6 Absence from examination or assessment due to illness.

- 6.1** Absence from exams will be excused only in the case of serious illness. Students suffering minor illness on the day of an examination or formal assessment should attempt the examination or assessment and make an application for consideration of mitigation as soon as possible (see section 5 above).
- 6.2** Where a student is unavoidably absent from an examination or assessment due to illness, an application for consideration of mitigation form must be submitted to the College or Flexible Combined Honours Office at the earliest opportunity. This is normally expected within one working day of the examination or assessment at the latest.
- 6.3** Such reports must be accompanied by supporting evidence. Where an illness is serious enough to result in a missed examination or assessment a student will therefore normally be expected to have consulted their medical practitioner at the time, and be able to provide a medical certificate.
- 6.4** Mitigation Committees will consider explanations for missed assessments or examinations together with the supporting evidence, and will make a recommendation to the Board of Examiners on the likely level of effect. Boards of Examiners will consider such advice and determine the consequence of the missed assessment, such as whether the student be deferred or referred in the assessment.

7 Submission deadline affected by illness.

- 7.1** A missed submission deadline will only be excused in the event of a serious illness. Students are expected to plan their workload to avoid any difficulties such as assessments left until close to the deadline which may then be disrupted by minor illness. It is therefore expected that if illness has affected a student's work timetable, they will be able to make an application for an extension to a submission deadline in advance.
- 7.2** Where a student has missed a submission deadline due to illness an application for consideration of mitigation form must be submitted to the College or Flexible Combined Honours Office at the earliest opportunity. This is normally expected within one working day of the missed submission deadline at the latest. Where this is not possible the illness must be reported at the earliest opportunity, together with a satisfactory explanation for any delay.
- 7.3** Such reports must be accompanied by supporting evidence. Where an illness is serious enough to result in a missed assessment deadline a student will therefore normally be expected to have consulted their medical practitioner at the time, and be able to provide a medical certificate.
- 7.4** Mitigation Committees will consider explanations for missed submission deadlines, together with the supporting evidence and will make a recommendation to the

Board of Examiners on the likely level of effect. Boards of Examiners will consider such advice and determine if the submitted work should be subjected to any late submission penalty.

Other special circumstances.

8 Return to the University following interruption on medical grounds.

Students must provide a certificate from a medical practitioner to their College Office or the Flexible Combined Honours Office to support their return to the University following interruption on medical grounds.

9 Aegrotat awards.

A certificate from a medical practitioner must be sent to the appropriate Faculty Office to support consideration of any request for an aegrotat award (see Ordinance 13).

10 Progression requiring special permission of the Faculty Board,

A medical certificate must be sent to the appropriate Faculty Office to support recommendations on medical grounds concerning student progression which requires the special permission of the Faculty.

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