

SICKNESS ABSENCE POLICY 2015-16

You are able to certify your absence through illness from lectures or other classes during a semester through the submission of a self-certified Certificate of Illness. Such a certificate will be valid for absence of up to five consecutive days. The Certificate of Illness does not need to be signed by a medical practitioner.

The Certificate of Illness will not be valid for:

- Absence through illness for more than five consecutive days
- Absence from examinations
- Absence from class tests or other forms of assessment which count for 10% or more of the module mark.

Certificate of Illness forms can be obtained from, and should be returned to, your School Student Support Office. The certificate cannot be accepted if it is submitted more than two weeks following the date of illness. A maximum of two certificates is permitted in any semester.

Absence through illness for periods longer than five consecutive days must be supported by a medical certificate provided and signed by a medical practitioner and should be submitted to your School Student Support Office. A medical certificate provided and signed by a medical practitioner will also be required if you are absent for more than two periods of illness in one semester.

Absence for reasons other than illness can only be allowed after a request has been approved by your Head of School.

You should always inform your School Student Support Office if you are unable to attend for any reason.