

UNIVERSITY HEALTH SERVICE - CERTIFICATION POLICY

The University Health Service is often approached by students for medical evidence to be submitted in support of mitigating circumstances applications. In respect of providing such evidence the following considerations will operate:

1. For minor illnesses lasting seven days or less, students can submit a [self-certification form](#). Medical evidence will not be provided for periods of less than seven days.
2. Medical evidence will be provided for substantive causes, and not for trivia. For instance: The student will have required prescription medication or treatment; or the student attended other specialists eg hospital consultant / counsellors; or required hospital treatment / admission.
3. In general certification for retrospective events which are non-verifiable will **not** be provided. If there is no prior documentary evidence (eg previous practice consultations, admissions to hospital, clinic appointments) then documentation should not be provided.
4. The UHS asks that requests for evidence for mitigating circumstances or student sickness certification is requested, by registered students, via our standard request form. These can be downloaded from the Practice website or completed at the reception desk. Provided point 1 above is satisfied, the doctor may provide certification without an appointment.
5. Where there is no objective evidence in history or clinical examination, we will only be able to provide a statement to such effect.
6. A standard 'medical evidence for student' form will suffice for support of mitigating circumstances in most cases. In certain circumstances the Doctor may exercise discretion to provide a more detailed letter for the School Examination Board.
7. Certification will be addressed "To Whom It May Concern" and provided to the student to attach to the Mitigating Circumstances applications.
8. The University Health Service will not charge for sickness certification (students providing medical evidence from other Practices may be charged for such certification).
9. The UHS will provide certification in respect of students registered as patients. Registration specifically undertaken for the purpose of providing evidence will **not** be acceptable.