



UNIVERSITY  
OF SUSSEX

Exceptional Circumstances

## Self-certification Form

### 1. Overview

- 1.1. The University recognises that there are circumstances that are challenging to provide evidence for and also would not be proportionate to do so. This is reflective of practices in the workplace. Consequently, self-certification will be acceptable in certain circumstances for Exceptional Circumstances (EC). self-certification is permitted under the following criteria:
- A student may only self-certify for a maximum of two (2) occasions during a single academic year. Alternative evidence will usually be required for further occasions.
  - Where self-certification is used/permitted, a single self-certification can only cover a maximum of a 7 day period (calendar days). A further self-certification or evidence will be required for day eight and beyond.
  - self-certification can be used for all requested outcomes permitted under the EC process, where a claim is accepted.
- 1.2. If you are claiming on the grounds of an atypical flare-up of a condition for which you are registered with Disability Advice then you are entitled to use unlimited self-certification forms. Please read section 8 of the EC Procedural Guide for further details.
- 1.3. Full details about the EC process (including the EC policy and procedural guide) is located via this [weblink](#).

### 2. Self-certification Details

#### 2.1. About you:

Name	<i>Click/tap here to enter text</i>
Registration number	<i>Click/tap here to enter text</i>
Start date of circumstances	<i>Click/tap here to enter text</i>
End date of circumstances [max 7 day]	<i>Click/tap here to enter text</i>

#### 2.2. Your circumstances (select the relevant box):

	select
Serious short-term illness / injury / ailment	<input type="checkbox"/>
Atypical flare-up, fluctuation or deterioration in your ongoing condition meaning that adjustments in place are no longer sufficient at this stage	<input type="checkbox"/>
A temporary issue in the implementation/presence of your reasonable adjustments so temporary measures are required	<input type="checkbox"/>
Bereavement of a close family member/friend	<input type="checkbox"/>
Infectious disease which could be harmful if passed on to others	<input type="checkbox"/>
Witnessing or experiencing a traumatic incident/crime	<input type="checkbox"/>
Major national infrastructure issues, such as national grid blackout	<input type="checkbox"/>
Significant personal crisis leading to acute stress	<input type="checkbox"/>
An emergency/crisis that prevented attendance/access of an exam or assessment	<input type="checkbox"/>
Accommodation crisis such as your home becoming uninhabited	<input type="checkbox"/>
Unexpected caring responsibilities for a family member/dependent	<input type="checkbox"/>

**3. Declaration**

Please confirm the following:

	Yes	No
You confirm that the above circumstance is short-term, arisen unexpectedly and beyond your control?	<input type="checkbox"/>	<input type="checkbox"/>
You confirm that the details declared above should be considered in accordance with the EC definition and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
You confirm that the information provided is true, accurate and correct to the best of your knowledge?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Your signature</b>	<i>Click/tap here to enter text</i>
<b>Date of declaration</b>	<i>Click/tap here to enter text</i>

If you require any support regarding accessing/using this form please email [ec.chair@sussex.ac.uk](mailto:ec.chair@sussex.ac.uk)