



UNIVERSITY
OF SUSSEX

Self-Certification Form (EC)

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 a student with a **disability** or have experienced a **bereavement** 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:

Details about you	Your answers
Name	
Registration number	
Start date of circumstances	
End date of circumstances [max 7 day]	

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

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



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3. Declaration

Please confirm the following:

Your declaration regarding your EC Claim	Tick if Yes	Tick if No
You confirm that the above circumstance is short-term, arisen unexpectedly and beyond your control?		
You confirm that the details declared above should be considered in accordance with the EC definition and procedures.		
You confirm that the information provided is true, accurate and correct to the best of your knowledge?		

Confirmation	Your response
Your signature	
Date of declaration	

You should upload this completed form to your EC Claim (on Sussex Direct)

If you require any support regarding accessing/using this form please email ec.claim@sussex.ac.uk