**Student Self Certification Form – mitigating circumstances and extension requests**

The expected norm is that you can obtain independent documentary evidence to support a Mitigating Circumstances claim or request for an extension. This form should only be used in cases of a short term relatively minor illness or injury, such as a cold, gastrointestinal disease or acute migraine, where you would not normally consult a medical professional. Self-certification cannot be used for **Late Claims**.

* Refer to our [Mitigating Circumstances](https://bucks.ac.uk/students/academicadvice/assessment-and-examination/exceptional-circumstances) pages for a link to the full process
* **Complete the form in full**, giving full details of the illness
* **Submit** with your completed Mitigating Circumstances or Extension Request form by email to the Registry Officer within 15 working days of the assessment deadline (i.e. the date of the relevant examination or hand in date)

# Please note

**The maximum period for self-certification is up to 5 working days immediately prior to, and including, the normal date of submission/assessment or examination.**

**Multiple claims submitted within a 12 month period, which are supported by self-certification may be investigation and additional evidence required.**

# Personal Information

|  |  |
| --- | --- |
| **Surname:** |  |
| **First name:** |  |
| **Student ID:** |  |
| **Email address:** |  |
| **Contact Telephone:** |  |
| **Are you registered with the University’s Disability Service?** | **Yes** [ ]  | **No** [ ]  |

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| **Details of date/s of illness** |
| **Illness start date/s** | **Illness end date/s** |
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| **Details of illness / injury**  |
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