**Student Absence – St Andrews University & Blackfriars Medical Practice**

 Throughout the course of their studies many students will experience health problems that affect their ability to complete assessments or attend classes, tests and exams.

If health problems have affected you or are likely to affect your academic performance or attendance you should let the University know.

1. Contact your school. Designated staff within each School (e.g a Module Coordinator, Director of Teaching) has the discretion to accept the initial request and make an appropriate adjustment, or else refer you to an Advisor accessible through the University’s Advice and Support Centre.
2. Contact the Advice and Support Centre. You will be referred to an Advisor who will contact you to discuss the problems affecting your studies. Normally this will be a Support Advisor, however if you are already seeing an Advisor such as a Counsellor in Student Services you can also discuss the process with them.
3. If you have not attended or submitted a compulsory element of your course you must submit a Self-Certificate of Absence (by logging into e-Vision)

The School and your Student Services Advisor will consider your situation and review any available information to evidence your case. It may be that you’ve already met about your health problem with a member of staff in the School, a Warden in a University Residence or another member of University staff.

**In many cases, a medical letter is NOT required.**

IF A MEDICAL LETTER IS REQUIRED:

**(Please note, this information relates to students at St Andrews University)**

If you are required to obtain medical documentation the Student Services Advisor will make that clear to you. To do so, you must complete a consent form stating exactly what you are consenting the GP to send to the University (please find this on Blackfriars medical practice website. Once the consent form has been completed it should be emailed into the surgery along with the payment of £35, you will be contacted when your letter is ready.

Once you’ve obtained the letter, take it to your Student Services Advisor who will pass on the relevant details to the School.  Each School will make the final decision regarding whether academic adjustments will be given and what type of adjustment is most appropriate.

For further details please contact the Student Health Hub (based in St Andrews Community Hospital) 01334 465777 or The ASC on 01334 462020.