



Self-certificate user guide

What's in this guide?

The guide is intended to help you through the following tasks:

- Submitting a self-certificate
- Viewing and amending your self-certificates
- How to see any changes you have made
- Best practice and troubleshooting

Submitting a self-certificate

- The start date of absence will automatically show the current date, but you can change this if you are submitting a self-cert for a past or future date.

Self-certification of absence

This screen allows you to inform the University of any absence you have taken or plan to take.

Completion of a self-certificate of absence does NOT exempt a student from fulfilling compulsory elements of a module.

After completion of a self-certificate of absence it is the responsibility of the student to contact the appropriate staff member (usually the Module Co-ordinator) as soon as possible to ascertain

- if any remedial work is required;
- if any documentary evidence is required;
- if the student needs to be referred to the Associate Dean/Provost (Students) to discuss Leave of Absence because of the length or repetitive nature of the absences.

Further information can be found in the [Student absence policy](#).

Certification

Please enter the required details.

Matriculation number

Student name

Notified date

Absence start date

Absence end date

Reason for absence

Submitting a self-certificate

- The start and end dates for an absence must be within the current academic year, and if you use the date picker you will only be able to select dates within that range. If you manually enter a date which is not within the current academic year, you will see an error message when you try to submit the absence e.g.

Error submitting answers

The values for the following fields are invalid

Field END_DATE=Invalid date specified. Valid date range lies between 09/09/2024 and 01/09/2025.

Submitting a self-certificate

- During teaching periods, all modules from the current academic year will be displayed, unless they have been completed.
- During exam periods, you will see modules from any year that you still have open assessments for.
- You can choose one or more activities per module e.g.

Modules you are taking

BL2301: *Cell Biology*
Choose an activity (If 'Other' used, please provide extra details)

Extra details (for 'Other' activity)

BL2304: *Invertebrate Zoology*
Choose an activity (If 'Other' used, please provide extra details)

Extra details (for 'Other' activity)

Submitting a self-certificate

- When you 'review' your self-certificate you will see all your modules listed, with the activities you have included alongside e.g.

Absence details

New Self-certificate of absence for [REDACTED]

Start date of absence: 08/Jul/2025 End date of absence: 09/Jul/2025 (2 days) (2 teaching days)

Date of submission: 08/Jul/2025

Reason for absence: Appointment-Medical

Modules affected

Modules	Activities
BL2301 Cell Biology	Class test
BL2304 Invertebrate Zoology	Lecture Seminar
BL2312 Animal Behaviour	
PN2001 Advanced Principles of Psychology 1	
PN2002 Advanced Principles of Psychology 2	
PN2202 Neuroscience	

EXIT (without saving) EDIT SUBMIT

Viewing and amending a self-certificate

- Once a self-cert has been submitted, it will show below the 'create new' button in a date ordered list e.g.

Absences

CREATE NEW

Self-certificates of absence for [redacted]

Start date: 08/Jul/2025 End date: 09/Jul/2025

Edit Edit absence end date or reason

Delete Delete absence with start date 08/jul/2025

Absence last notified on: 08/Jul/2025
Reason for absence: Appointment-Medical

Delete Module BL2301 - Activity missed: Class test

Delete Module BL2304 - Activity missed: Lecture

Delete Module BL2304 - Activity missed: Seminar

Add Add Module/Activity

Start date: 01/Jul/2025 End date: 03/Jul/2025

Start date: 30/Jun/2025 End date: 30/Jun/2025

Clicking on the arrow will expand the absence to show the detail

Viewing and amending a self-certificate

- You can **delete** the entire self-cert if you have submitted it in error. You will also need to use this option if you have submitted a self-cert with the incorrect **start date** as this cannot be amended.

Start date: 08/Jul/2025 End date: 09/Jul/2025

Edit Edit absence end date or reason

Delete Delete absence with start date 08/Jul/2025

Absence last notified on: 08/Jul/2025
Reason for absence: Appointment-Medical

Delete Module BL2301 - Activity missed: Class test

Delete Module BL2304 - Activity missed: Lecture

Delete Module BL2304 - Activity missed: Seminar

Add Add Module/Activity

You will see a prompt on the screen when you choose to delete. Clicking OK will remove the entire absence record.



Viewing and amending a self-certificate

- You can **edit** the reason for absence if you made a mistake when you submitted the self-cert, and you can **edit** the end date if you need to shorten or extend the absence.

The screenshot displays the self-certificate management interface. On the left, a summary card shows the start and end dates (08/Jul/2025 to 09/Jul/2025) and a list of activities with 'Delete' buttons. An 'Edit' button is highlighted with a blue box and an arrow pointing to the 'Current details' section on the right. The 'Current details' section shows the current start and end dates, the notification date, and the reason for absence. Below this is a message: 'Please make changes where required and 'Submit''. The 'Absence end date' is shown in a text input field with a calendar icon. The 'Reason for absence' is shown in a dropdown menu with a downward arrow. At the bottom, there are 'CANCEL' and 'SUBMIT' buttons.

Start date: 08/Jul/2025 End date: 09/Jul/2025

Edit Edit absence end date or reason

Delete Delete absence with start date 08/Jul/2025

Absence last notified on: 08/Jul/2025
Reason for absence: Appointment-Medical

Delete Module BL2301 - Activity missed: Class test

Delete Module BL2304 - Activity missed: Lecture

Delete Module BL2304 - Activity missed: Seminar

Add Add Module/Activity

Current details

Start date of absence: 08/Jul/2025 End date of absence: 09/Jul/2025
Absence notified on: 08/Jul/2025
Reason for absence: Appointment-Medical

Please make changes where required and 'Submit'

Absence end date

09/Jul/2025

Reason for absence

Only change this if your current reason for absence is incorrect

Appointment-Medical

CANCEL **SUBMIT**

Viewing and amending a self-certificate

- You can **delete** modules from a self-cert. You may need to delete a module because you selected the wrong one when you submitted or because you will no longer be absent from a module activity.



The screenshot shows a user interface for managing a self-certificate. At the top, a dark blue header displays the dates: "Start date: 08/Jul/2025 End date: 09/Jul/2025" with a downward arrow on the right. Below the header, there are several interactive elements:

- An "Edit" button with the text "Edit absence end date or reason".
- A red "Delete" button with the text "Delete absence with start date 08/Jul/2025".
- Text indicating "Absence last notified on: 08/Jul/2025" and "Reason for absence: Appointment-Medical".
- A list of modules to delete, each with a red "Delete" button:
 - Module BL2301 - Activity missed: Class test (this button is highlighted with a blue box)
 - Module BL2304 - Activity missed: Lecture
 - Module BL2304 - Activity missed: Seminar
- An "Add" button with the text "Add Module/Activity".

You will see a prompt on the screen when you choose to delete a module. Clicking OK will remove the module from the self-cert.

e-vision-test.st-andrews.ac.uk says
Delete module/activity record?

OK

Cancel

Viewing and amending a self-certificate

- You can **add** modules to a self-cert. You may need to add module(s) to replace deleted ones or because you are going to be absent for longer than you initially thought. When you click on 'Add Module/Activity' you will see the absence details, the modules/activities you have already selected, and your full list of modules. In this example we are adding an activity for PN2001:

The screenshot displays a web interface for managing a self-certificate. It is divided into two main sections: 'Self certificate - current details' on the left and 'Modules you are taking' on the right. A blue arrow points from the 'Self certificate - current details' header to the 'PN2001: Advanced Principles of Psychology 1' entry in the 'Modules you are taking' list.

Self certificate - current details

Matriculation number 230011618

Notified date

Absence start date 8/Jul/2025

Absence end date 9/Jul/2025

Reason for absence Appointment-Medical

Extra details

The modules you have not yet completed are listed below. Please select **any additional** activities for each module you will be missing. **If you are not going to be absent from a module, please do not select an activity for that module.** Note that the list may include semester 1 and semester 2 modules. Please check you have chosen the correct module(s).

Modules/Activities you have already selected:

- Module BL2301 - Activity missed: Class test
- Module BL2304 - Activity missed: Lecture
- Module BL2304 - Activity missed: Seminar

Modules you are taking

BL2301: Cell Biology
Choose an activity (If 'Other' used, please provide extra details)
Choose an option

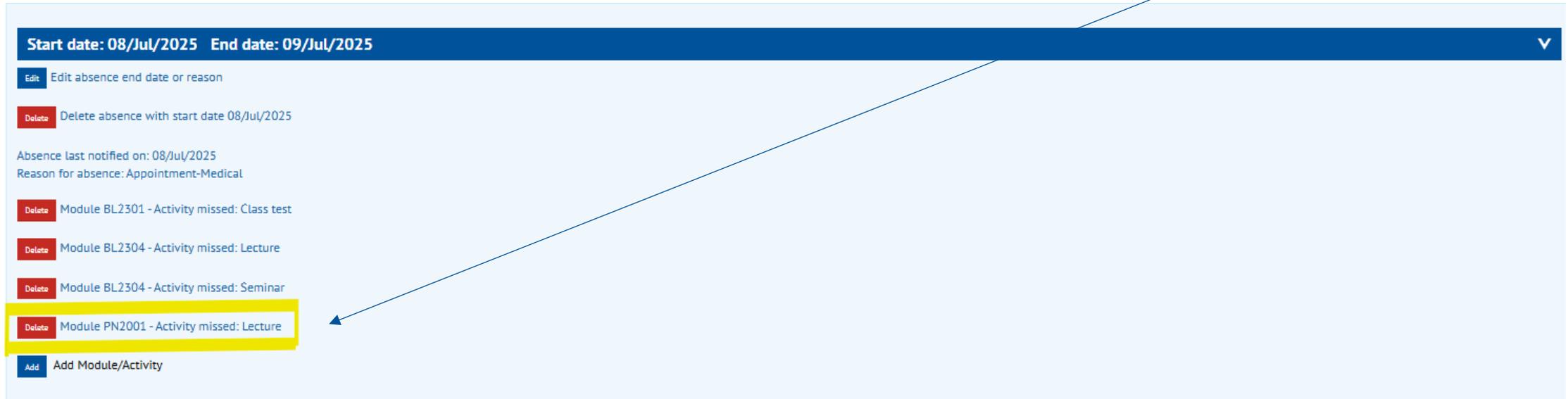
BL2304: Invertebrate Zoology
Choose an activity (If 'Other' used, please provide extra details)
Choose an option

BL2312: Animal Behaviour
Choose an activity (If 'Other' used, please provide extra details)
Choose an option

PN2001: Advanced Principles of Psychology 1
Choose an activity
Lecture

Viewing and amending a self-certificate

- Once you have submitted additional modules/activities they will show in the absence record:



The screenshot displays a user interface for managing a self-certificate. At the top, a dark blue header bar contains the text "Start date: 08/Jul/2025 End date: 09/Jul/2025" and a downward-pointing chevron icon. Below this, there are several interactive elements: an "Edit" button with the text "Edit absence end date or reason", a "Delete" button with the text "Delete absence with start date 08/Jul/2025", and a status line indicating "Absence last notified on: 08/Jul/2025" and "Reason for absence: Appointment-Medical". A list of missed activities follows, each with a "Delete" button: "Module BL2301 - Activity missed: Class test", "Module BL2304 - Activity missed: Lecture", "Module BL2304 - Activity missed: Seminar", and "Module PN2001 - Activity missed: Lecture". The last item is highlighted with a yellow border. At the bottom left, there is an "Add" button with the text "Add Module/Activity". A blue arrow points from the top right of the interface towards the highlighted "Module PN2001" entry.

Viewing changes to your self-certs

- An audit screen helps you keep a track of any changes you make to your self-certs. Clicking on the '**View changes to my self-certificates**' link will take you to this screen:

Self certificate of absence

- 2024/5-09/Jul/2025 to 10/Jul/2025
- 2024/5-08/Jul/2025 to 09/Jul/2025
- 2024/5-01/Jul/2025 to 03/Jul/2025
- 2024/5-30/Jun/2025 to 30/Jun/2025
- 2024/5-24/Jun/2025 to 26/Jun/2025
- Removed Absences

Summary of absence

Year: Start date:

Expected return date: Actual end date:

Reason: Conference (please provide details)

Extra details:

Modules currently added to this absence

Year	Module code	Module name	Period	Activity	Extra details (for 'Other' activity)
2024/5	BL2312	Animal Behaviour	Semester 2	Class test	
2024/5	PN2202	Neuroscience	Semester 2	Exam	
2024/5	PN2202	Neuroscience	Semester 2	Exam	
2024/5	BL2301	Cell Biology	Semester 1	Tutorial	

Changes made to this absence record

Audit date	Action	Type	Comment
24/06/2025 12:14:30	Delete	Module	Semester 1, PN2001 (Advanced Principles of Psychology 1)
24/06/2025 12:15:51	Add	Module	Semester 2, PN2202 (Neuroscience)
24/06/2025 12:16:33	Delete	Module	Semester 2, PN2002 (Advanced Principles of Psychology 2)
24/06/2025 12:16:54	Add	Module	Semester 2, BL2312 (Animal Behaviour)
24/06/2025 12:16:54	Add	Module	Semester 2, PN2202 (Neuroscience)
24/06/2025 12:36:49	Update	Module	Semester 2, BL2312 (Animal Behaviour) updated Reason from Travel complication to Conference
24/06/2025 12:36:49	Update	Module	Semester 2, PN2202 (Neuroscience) updated Reason from Travel complication to Conference
24/06/2025 12:36:49	Update	Module	Semester 2, PN2202 (Neuroscience) updated Reason from Travel complication to Conference
24/06/2025 12:46:39	Add	Module	Semester 1, BL2301 (Cell Biology)

1. Select a self-cert to view

3. The modules currently linked to the absence appear here

4. Any changes made to the original self-cert are listed here

2. The current details appear in the top box

Best practice and troubleshooting

- You cannot have two self-certs with the same start date. The task will not allow you to create more than one. If the start date on your self-cert is wrong, delete it and start again.
- Do not create overlapping self-certs. If you already have one, and the reason for your absence has not changed, amend the end date of the existing one rather than creating several self-certs that may overlap.
- A self-cert cannot be edited or deleted once one or more of the modules attached to it have been completed.
- Completed modules cannot be deleted from self-certs.
- A self-cert from a previous academic year cannot be edited or deleted.
- Any questions or issues please email registry-ug@st-andrews.co.uk