

Do I need a Medical Letter?

A Guide for Students of the
University of St Andrews



University of
St Andrews

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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) have the discretion to accept the initial request and make an appropriate adjustment, or else refer you to an Adviser, accessible through the University's Advice and Support Centre.
2. Contact the Advice and Support Centre. You will be referred to an Adviser who will contact you to discuss the problems affecting your studies. Normally this will be a Support Adviser, however if you are already seeing an Adviser 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 Service's Adviser 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 will NOT be required.

If you are required to obtain medical documentation, the Student Service's Adviser will make that clear to you. They will provide you with a form to complete which aims to give your Doctor sufficient information to be able to provide a report. A medical letter will not be issued without handing this fully completed form in to the GP practice.

The GP practice will charge you to provide medical documentation and will contact you once it is ready. It can then be collected from the practice or sent to you by post if you supply a self-addressed envelope.

Once you've obtained the letter, take it to your Student Service's Adviser 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 information, see:

www.st-andrews.ac.uk/students/advice/academic/problemsaffectingstudies/

Or contact:

Advice and Support Centre (ASC), 79 North Street,
St Andrews, Fife, KY16 9AL, Scotland, United Kingdom

Tel: +44 (0)1334 (46)2020

Email: theasc@st-andrews.ac.uk

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