



To Whom it may concern,

The University of Edinburgh has a student sickness absence policy in place which encourages Schools to provide sick pay (up to 13 weeks in a 12 month period) to qualifying students studying on eligible, postgraduate research (PGR) programmes. This is in addition to the 8 weeks of paid annual leave that all PGR students are entitled to take during their study period.

In order to receive sick pay, we treat PGR students in the same manner as employed staff; they must provide official medical certification.

Accepted medical certification can be:

- A fully completed and signed Statement of Fitness for Work certificate (the Med3 form or 'fit note') (preferred);

or

- An official signed letter from a relevant certified medical professional.

The medical certification must meet the following requirements:

- a) On formal letter headed paper (if not a NHS Fit Note Med 3 form); and
- b) Be written in English; and
- c) Explicitly state that the student, in the opinion of the medical profession, is not medically fit to undertake their PGR study; and
- d) State the start date and end date of the sickness absence being medically certified; and
- e) Be signed (electronic signatures are accepted) by the medical professional.

Where this information is not stated, or the wording of a supporting letter is unclear/ambiguous, it will not be accepted and the sick pay request will be declined.

It is the responsibility of the student to submit the correct supporting evidence, so to help them, please use this information to provide the student with the certifying medical evidence that will successfully support their sick pay request.

Kind regards

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