STUDENT PROGRESS SERVICE (SPS)
PROCEDURE FOR
ABSENCE WITHOUT LEAVE (AWOL)

The absence without leave procedure is only to be used when a student is a UK/EU for fees purposes and has not given any indication of absence from their studies.

This process is not for international students.

We process these for some courses but not all:

<table>
<thead>
<tr>
<th>YES</th>
<th>All courses in Faculty of Humanities and Social Sciences (HaSS)</th>
<th>Undergraduate and Postgraduate TAUGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>All courses in Faculty of Science Agriculture and Engineering (SAgE)</td>
<td>Undergraduate and Postgraduate TAUGHT</td>
</tr>
<tr>
<td>NO</td>
<td>All PG courses in Faculty of Medical Sciences</td>
<td>All</td>
</tr>
<tr>
<td>NO</td>
<td>Most Undergraduate courses in Faculty of Medical Sciences apart from those listed below; UG – Psychology (We process these) UG – Biomedical Sciences (We process these)</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

Steps:

1. **Schools** to inform **Interaction Team** of student absence from study. Confirmation in writing needed by **Interaction Team** by filling out the ‘Absence without Leave’ form. ‘Change of Circumstance’ forms and procedures can be found on the Student Progress Service web page at [http://www.ncl.ac.uk/students/progress/staff-resources/internal/changeofcirc.htm](http://www.ncl.ac.uk/students/progress/staff-resources/internal/changeofcirc.htm)

2. **Interaction Team** to send out the ‘Absence without Leave’ letter*, providing a web link to the ‘Withdrawal Questionnaire’, giving 10 working days notice from the date of the letter. ‘Change of Circumstance’ forms and procedures can be found on the Student Progress Service web page at [http://www.ncl.ac.uk/students/progress/staff-resources/internal/changeofcirc.htm](http://www.ncl.ac.uk/students/progress/staff-resources/internal/changeofcirc.htm)

   *Send to both Home and Term time address

   Save copy of letter to ST, send electronically to school distribution list (cc. outlined on bottom of letter) to confirm AWOL sent.

3. **Interaction Team** set service ticket to 3rd party, and put copy of letter in ‘brought forward’ system.

4. **Interaction Team** if student responds directly to Interaction Team, contact the appropriate School to discuss continuation/progression.

5. **Interaction Team** after 10 working days notice and if no response from the school, follow Withdrawal procedure checklist.

   School to be contacted only if we need last date of attendance for withdrawal.