STUDENT PROGRESS SERVICE (SPS)
PROCEDURE FOR
SUSPENSION OF STUDY / LEAVE OF ABSENCE

Note: A suspension is only to be used when a student wishes to leave the University on a temporary basis intending to return to study on the same or alternative degree programme at a later date.

The Interaction Team 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>YES</td>
<td>All courses in Faculty of Medical Sciences</td>
<td>Undergraduate and Postgraduate TAUGHT</td>
</tr>
<tr>
<td>NO</td>
<td>All PGR courses</td>
<td>N/A</td>
</tr>
</tbody>
</table>

1. Students may suspend their degree programme with the permission of the Degree Programme Director (DPD) only (UG Progress Regulations J.31-38, and Masters Progress Regulations J.24-26). Confirmation in writing needed by Interaction Team by filling out the ‘DPD Request 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

*Ensure reason for the suspension is stated on the DPD form as this may have financial impact for student

2. Schools should direct the student to seek advice from the Student Financial Advisers in our Wellbeing Team about financial implications when considering a change in circumstances. Further information can also be found here http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/studentfinance/changeofcircumstance/suspending.htm

3. Interaction Team to send e-mail notification for HaSS and SAgE via CRM ‘Suspension of Studies’ notice (using the CRM template Interaction Team-SUSPENSION) to colleagues identified on the distribution list. This distribution list is saved at \TeamSecure\Contacts\ITeam Contacts database supporting sheets\USE THIS ONE School Contacts list Sept 2014.xlsx.

4. Interaction Team to update the SLC/ HEI Services Portal with a suspension CoC, if appropriate. See Suspension Procedure inc HEI Instructions for guidance. If a student completes the full academic year, then goes on an LoA for the next academic year (and the student has not submitted a finance application), we DO NOT update the portal.

Last updated: 23 January 2017
HEI Service guides and accessibility can be found at [http://www.heinfo.slc.co.uk/](http://www.heinfo.slc.co.uk/)
For Scottish students, please see ..\How To\Procedure Scottish CoCs.docx for alternative procedure.

5 **Interaction Team**, to do the leave of absence within SLM using the last date of attendance and the reason stated on the internal notification. Guidance notes on completing leaves of absence on SLM can be found at:

[http://saptraining.ncl.ac.uk/student/Student_website/website/xml/content/a380738c1/ad7cfbd3b/index.xml](http://saptraining.ncl.ac.uk/student/Student_website/website/xml/content/a380738c1/ad7cfbd3b/index.xml)

6 **Interaction Team** to update SLC/ HEI Portal with a resumption CoC upon the student’s return *(for Semester 2 resumption and where prompted only)*. HEI Service guides and accessibility can be found at [http://www.heinfo.slc.co.uk/](http://www.heinfo.slc.co.uk/)
For Scottish students, please see ..\How To\Procedure Scottish CoCs.docx for alternative procedure.