



**University of  
Nottingham**

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<b>Service Item</b>	Online Absence Application (for scheduled academic class) via Microsoft Teams — <a href="#">User Guide</a>
<b>Service Category</b>	General Service
<b>Eligible to</b>	Undergraduate and postgraduate students
<b>Required Attachment</b>	<ul style="list-style-type: none"><li>• Original supporting document (e.g. medical certificate) and its English translation.</li><li>• Only one file can be uploaded (file format in JPG or PNG)</li></ul>
<b>Application Result</b>	You can check your application status on Easy OA via MS Teams, please check <a href="#">User Guide</a> for details.
<b>Note</b>	<ul style="list-style-type: none"><li>• Absence Application should be submitted within 7 days of your missed class.</li><li>• Visit <a href="#">here</a> to download Microsoft Teams.</li><li>• For further inquiry, please contact The Hub via Email: <a href="mailto:thehub@nottingham.edu.cn">thehub@nottingham.edu.cn</a> Tel: 0574-8818 0000-8062 Service Hours: 09:00-11:30, 12:30-17:00 (Mon.-Fri. )</li></ul>