



University of
Nottingham

UK | CHINA | MALAYSIA

Service Item	Student Absence Application (for Degree Modules and Chinese Culture Courses) via Student Portal — User Guide
Service Category	General Service
Eligible to	Undergraduate and postgraduate students
Required Attachment	<ul style="list-style-type: none">• Original supporting document (e.g. medical certificate) and its English translation (if applicable).• File format in Word, jpeg, png and pdf are acceptable
Application Result	You can check your application status on Student Portal, please check User Guide for details.
Note	<ul style="list-style-type: none">• Absence Application should be submitted within 7 days of your missed class.• Visit Student Portal at https://studentportal.nottingham.edu.cn• For any enquiries, please contact The Hub via Email: thehub@nottingham.edu.cn Tel: 0574-8818 0000-8062 Service Hours: 09:00-11:30, 12:30-17:00 (Monday - Friday)