

**Monitoring Academic Progress – Template Forms and Letters**

All letters to be sent by email and by post to the term and home address, and a copy of the Academic Regulation on Academic Progress to be enclosed

**TEMPLATE A – Letter requiring student to attend meeting with the Faculty Pro Vice-Chancellor**

You have been reported to the Faculty Pro Vice-Chancellor with regard to your failure to meet University requirements for attendance at classes and/or submission of work. The Faculty is concerned about your poor academic progress this semester/year and you are therefore requested to attend a meeting with the Faculty Pro Vice-Chancellor on Click here to enter a date. to discuss the situation. The meeting will be held in Click here to enter text.. The main purpose of the meeting is to identify any problems which may be affecting your academic progress, and you may be advised to contact a student advisor in Student Support Services or the Students’ Union for confidential advice and support if your academic progress is being affected by personal circumstances.

I must also remind you that continued failure to comply with the University’s requirements can lead to further steps being taken as set out in the Academic Regulation on Academic Progress (enclosed) including exclusion from the University. It is therefore essential that you attend this meeting, which must take priority over any other engagements, including timetabled classes.

Yours sincerely

Faculty Pro Vice-Chancellor

If the student has previously failed to attend a meeting with the Faculty Pro Vice-Chancellor and has been issued with Template B, the following section should be added to Template A:

You should note that this is your final opportunity to attend this meeting. If you do not attend, a recommendation will be submitted that you should be excluded from the University.