

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

All letters to be sent by email to the student’s Aberystwyth University email address; hard copy letters could still be sent if a student’s email account is locked or if the student has missed a meeting with the member of staff they had been called in to discuss their academic progress.

**TEMPLATE D – Warning to students who fail to attend meeting with Faculty Pro Vice-Chancellor**

You were reported to me by your Department with regard to your unsatisfactory academic progress. I wrote to you on Click here to enter a date. requiring you to attend for interview with me, as the Faculty is concerned about your progress. I noted that this interview had to take priority over any other engagements, and that failure to comply with University requirements could mean that you will excluded from University.

You failed to attend the interview. You have not contacted me since to explain your absence.

You have until Click here to enter a date. to inform me in writing why you did not attend the interview. If you do not do so, then I will initiate procedures to exclude you from University.

Yours sincerely,

Faculty Pro Vice-Chancellor