

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

All letters to be sent by 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 H**

This form should be completed with reference to the Academic Regulation on Academic Progress, for Postgraduate Research Students and the procedure which is outlined in Section 7.5 of the Academic Quality Handbook [7.5 Research Monitoring](https://www.aber.ac.uk/en/academic-registry/handbook/res-degrees/). It is essential that full information is provided of previous meetings and correspondence with the student, including the record of meetings discussing where progress is not satisfactory and where they have been offered an opportunity to retrieve the situation, for example including giving a set of tasks to complete within a set timescale.

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| RECOMMENDATION OF EXCLUSION or downgrade from PhD (or equivalent award) to MPhil | |
| Student Reference Number | Click here to enter text. |
| Student Name | Click here to enter text. |
| Year of Study | Click here to enter text. |
| Reporting Department | Click here to enter text. |
| Please provide details of the action taken by the Faculty:  Click here to enter text. | |
| Decision of the Head of the Graduate School (or nominee), on the recommendation of the Faculty/Department Research Monitoring Committee:  5.2.1 prevented from proceeding from the probationary period;  5.2.2 not allowed to proceed to the next year of research;  5.2.3 not permitted to upgrade from a Research Master's to a Doctorate;  5.2.4 downgraded from a Doctorate to a Research Master's.  5.2.5 Excluded from the University  Click here to enter text. | |
| Please add any further information if relevant:  Click here to enter text. | |

Confirmation by the Academic Registrar (or nominee) where an exclusion is being made:

Name: Click here to enter text.

Signature: Click here to enter text.

Date: Click here to enter text.

Confirmation by the Head of the Graduate School (or nominee) where a downgrade to the award being pursued is required:

Name: Click here to enter text.

Signature: Click here to enter text.

Date: Click here to enter text.