

**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 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