

**TEMPLATES F and G – to be used during Term 3**

This letter should only be issued where the student does not provide acceptable reasons for poor performance, or does not refer to special circumstances.

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 F – letter following a meeting during Term 3**

Thank you for attending a meeting with me on Click here to enter a date.. You were reported by your Department for insufficient academic progress. A record of the discussion is enclosed, together with a confirmation of the actions which were agreed.

[The following section should be adapted according to the number of teaching weeks remaining in Term 3]

As explained at the meeting, the Faculty will continue to monitor your progress closely during the final weeks of teaching. You must attend all classes and submit all coursework from now on. Failure to do so will result in a consideration of your insufficient progress by Senate Examination Board, which may decide to exclude you from the University.

I would like to remind you that you may contact a student advisor in Student Services or the Students’ Union for confidential advice and support:

• Student Services by phone (01970 62 1761), email (student-adviser@aber.ac.uk) or visiting (www.aber.ac.uk/en/student-support/) for details of the drop-in service.

* Students’ Union Advice Service by phone (01970 62 1700), email (union.advice@aber.ac.uk) or visiting (www.abersu.co.uk/advice) for details of the drop-in service.

Yours sincerely

Faculty Pro Vice-Chancellor

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**TEMPLATE G – warning to students who fail to attend a meeting**

You were reported to me by your Department with regard to your insufficient academic progress. I wrote to you on Click here to enter a date. requiring you to attend an 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 if you continued not to meet University requirements for attendance at classes and/or submission of work, you could be excluded from University.

You did not attend the interview, and you have not contacted me since to explain why you could not attend. You will therefore not be receiving an invitation to attend a further meeting. The Faculty will continue to monitor your progress closely during the final weeks of teaching. You must attend all classes and submit all coursework from now on. Failure to do so will result in a consideration of your insufficient progress by Senate Examination Board, which may decide to exclude you from the University.

I would like to remind you that you may contact a student advisor in Student Services or the Students’ Union for confidential advice and support:

• Student Support Services by phone (01970 62 1761), email (student-adviser@aber.ac.uk) or visiting (www.aber.ac.uk/en/student-support/) for details of the drop-in service.

* Students’ Union Advice Service by phone (01970 62 1700), email (union.advice@aber.ac.uk) or visiting (www.abersu.co.uk/advice) for details of the drop-in service.

Yours sincerely,

Faculty Pro Vice-Chancellor