

**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. 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 because you have not met University requirements for attendance at classes and/or submission of work. The Faculty is concerned about your insufficient academic progress this semester/year and you are therefore requested to attend a meeting with the Faculty Pro Vice-Chancellor (or nominee) 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 to identify if you have any support needs.

I must also remind you that if you continue not to meet the University’s requirements, this 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.

Support

The University understands that some students may need support to help make sense of their situation. You can contact a student advisor in Student Services or the Students’ Union for confidential advice and support if your academic progress is being affected by personal circumstances:

* Student Services by phone (01970 621761), email ([student-adviser@aber.ac.uk](mailto:student-adviser@aber.ac.uk)) or visit the website ([www.aber.ac.uk/en/student-support/](http://www.aber.ac.uk/en/student-support/)) for details of the drop-in service.
* Students’ Union Advice Service by phone (01970 621700), email ([union.advice@aber.ac.uk](mailto:union.advice@aber.ac.uk)) or visit the website ([www.abersu.co.uk/advice](http://www.abersu.co.uk/advice)) for details of the drop-in service.

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.