

**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 B – Outcome letter following meeting with Faculty Pro Vice-Chancellor**

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.

**\*If you are reported again for insufficient academic progress, it is likely that you will be excluded from the University without an opportunity for a further interview.**

I would like to remind you that 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 62 1761), 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 62 1700), 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

\*The section in bold can be omitted in cases where there are severe personal circumstances or where the Faculty Pro Vice-Chancellor decides it is not appropriate to issue a warning. It should be noted however that students will not be excluded from the University in cases where prior warning has not been issued.