

**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 C**

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| RECORD OF MEETING WITH FACULTY PRO VICE-CHANCELLOR (OR NOMINEE) | |
| Student Reference Number | Click here to enter text. |
| Student Name | Click here to enter text. |
| Year of Study | Click here to enter text. |
| Degree Scheme | Click here to enter text. |
| Reporting Department | Click here to enter text. |
| Module(s) concerned | Click here to enter text. |
| Has the student been reported to the Faculty Pro Vice-Chancellor for unsatisfactory academic progress on a previous occasion? If so provide further details:  Click here to enter text. | |
| Please provide a brief summary of the discussion at the meeting:  Click here to enter text. | |
| Please confirm whether the Faculty has been notified of Special Circumstances during or prior to the meeting, or whether the student has been advised to seek additional guidance or support:  Click here to enter text. | |
| Please confirm the outcome of the meeting (e.g. warning to meet requirements over a specified period, student to arrange meeting with Personal Tutor, student to seek medical evidence, or student to apply for temporary / permanent withdrawal):  Click here to enter text. | |
| Please add any further information if relevant:  Click here to enter text. | |

Confirmation by Faculty Pro Vice-Chancellor:

Name: Click here to enter text.

Date: Click here to enter text.