

**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 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 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 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 were unable to attend.

You have until Click here to enter a date. to inform me in writing why you were unable to attend the interview. If you do not do so, the procedure to exclude you from University will be initiated.

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