

**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 E**

This form should be completed with reference to the Academic Regulation on Academic Progress, and the procedure which is outlined in Section 3.4 of the Academic Quality Handbook <https://www.aber.ac.uk/en/aqro-dev/quality-handbook/assessment/student/> It is essential that full information is provided of previous meetings and correspondence with the student, including the record of meetings with the Faculty Pro Vice-Chancellor (Template C).

|  |
| --- |
| RECOMMENDATION OF EXCLUSION |
| 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. |
| Please provide details of the action taken by the Faculty:Click here to enter text. |
| Recommendation of the Faculty Pro Vice-Chancellor (or nominee):Please confirm:Permanent Exclusion [ ] Temporary Exclusion [ ]  |
| Please add any further information if relevant:Click here to enter text. |

Confirmation by the Faculty Pro Vice-Chancellor (or nominee):

Name: Click here to enter text.

Signature: Click here to enter text.

Date: Click here to enter text.