

**TEMPLATES F and G –to be used during Term 3**

This letter should only be issued where the student does not provide acceptable reasons for poor performance, or does not refer to special circumstances.

**TEMPLATE F – letter following a meeting during Term 3**

Thank you for attending a meeting with me on Click here to enter a date.. You were reported by your Department for poor academic progress. A record of the discussion is enclosed, together with a confirmation of the actions which were agreed.

[The following section should be adapted according to the number of teaching weeks remaining in Term 3]

As explained at the meeting, the Faculty will continue to monitor your progress closely during the final weeks of teaching. You must attend all classes and submit all coursework from now on. Failure to do so will result in a consideration of your unsatisfactory progress by Senate Examination Board, which may decide to exclude you from the University.

Yours sincerely

Faculty Pro Vice-Chancellor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TEMPLATE G – warning to students who fail to attend a meeting**

You were reported to me by your Department with regard to your unsatisfactory academic progress. I wrote to you on Click here to enter a date. requiring you to attend for 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 failure to comply with University requirements could mean that you will excluded from University.

You failed to attend the interview. You have not contacted me since to explain your absence. You will not be receiving an invitation to attend a further meeting. The Faculty will continue to monitor your progress closely during the final weeks of teaching. You must attend all classes and submit all coursework from now on. Failure to do so will result in a consideration of your unsatisfactory progress by Senate Examination Board, which may decide to exclude you from the University.

Yours sincerely,

Faculty Pro Vice-Chancellor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version: | 1.2 | Publication Date: | Nov18 |  |
| Reason for update: | Minor amendments to reflect new academic structures. | | |  |
| Approved: |  | Effective From: | Nov18 |  |
| Contact: | Kim Bradick, Deputy Registrar | | |