Stage 1: Warning. Warning issued to student by College administrative staff. Records must be kept. Template letter provided within Unsatisfactory Student Progress and Engagement guidance (Annex 1). Should it be determined after the letter is issued that the warning is no longer appropriate a record should be added to the student’s file to this effect.

Stage 2: Final Warning. Final warning letter issued (not by those who would be responsible for handling the case under Stage 3). Template letter provided within Unsatisfactory Student Progress and Engagement guidance (Annexes 2 and 3). Student is offered a meeting with the staff who issued the letter. Should it be determined after the letter is issued/a meeting that the warning is no longer appropriate a record should be added to the student’s file to this effect.

Stage 3: Action by the Pro Vice-Chancellor and Executive Dean. Write to student to advise of referral to Faculty Dean. Template letter provided within Unsatisfactory Student Progress and Engagement guidance (Annex 4). Invite student to an impartial meeting to explain reasons for progress/engagement issues (not with those involved at earlier stages of the process).

Following discussions with student, agreed not to refer to Faculty Dean at this stage. Depending on the outcome, the PVC may;
- Refer the case back to Stage 2; re-issue a warning letter with clear expectations laid out which, if unmet, may result in referral to Stage 3 again.
- Hold the case at Stage 3; if further concerns arise within 12 months of receipt of the outcome of this meeting, the case should be progressed to Stage 4.

Stage 4: Referral to the Dean of Faculty. College to submit all evidence and Student Report form (Annex 6) to the Faculty Office. The Dean of Faculty (or appropriate nominee who is impartial to the case) will either approve the College’s decision or will reject it.

Recommendation for withdrawal: Rejected. Refer back to the College with recommendations for next steps.

Recommendation for withdrawal: Approved. Faculty Office to inform the College and update log.

Faculty Office to inform the student in writing; template letter provided within Unsatisfactory Student Progress and Engagement guidance (Annex 7).