A POSSIBLE TEMPLATE LETTER TO BE USED BY COLLEGES BEFORE REFERRING A STUDENT TO THE TAUGHT/PGR DEAN

Student no:

Dear

**Unsatisfactory Student Progress, Engagement & Attendance: Faculty Pro-Vice Chancellor & Executive Dean’s Action / Faculty Director of PGR’s**

It appears that, in spite of a final warning being issued to you on [insert date] your progress/ engagement and/or attendance [delete as applicable] remains unsatisfactory [insert details of unsatisfactory progress/ engagement and/or attendance here]

I am therefore considering referring you to the Dean for Taught Students/Dean of Postgraduate Research [delete as applicable] with the following recommendation:

[Include details of the recommended course of action to be taken e.g.

1. exclusion from examinations
2. the repeat of part or all of the programme of study
3. withdrawal from the programme
4. withdrawal from the University
5. [for international students only where PBS key contact points have been missed] a report being submitted to the UK Home Office identifying that you have not been in attendance, which will have implications for your visa allowing you to stay in the UK.]
6. [For funded students, where appropriate] Temporary or permanent curtailment of your funding, and steps being taken to recover advance funding you have already received.

Delete above as appropriate]

You are invited to a meeting with me in order that you might have the opportunity to explain whether there are any circumstances, which were unavoidable, which prevented you from complying with the requirements set out in the final warning letter [or ‘which have led to further concerns arising’ - explain what these concerns are] and of which you could not have informed us earlier. You should be aware that, if you choose not to share relevant information now, the University is unlikely to be able to give it consideration later. Whilst the Faculty may not necessarily excuse the failure to comply, it will look to ensure that, where it might be appropriate for the University to offer extra support, you are made aware of available support options.

To confirm that you will attend such a meeting please contact *[insert name and contact details]* by *[give deadline],* who will schedule the meeting once they have heard from you. If we do not hear from you by this deadline the [*insert signatory’s title]* will proceed to recommend action to the Dean for Taught Students/Dean of Postgraduate Research [delete as applicable] as outlined above.

If you choose not to attend the meeting, this will not delay the matter being referred to the Dean for Taught Students/Dean of Postgraduate Research [delete as applicable].

Should you have any concerns about the application of the [Code of Good Practice: Unsatisfactory Student Progress, Engagement and Attendance](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/) at this stage, you should raise this within ten working days of receipt of this letter, either in person or in writing with the Faculty/School *[insert name and contact details]*.

[Include in letters to students on Exeter Campuses] You may also wish to note that the [Students’ Guild Advice Unit](https://www.exeterguild.com/advice) ([advice@exeterguild.com](mailto:advice@exeterguild.com))can offer advice and support should you require it. You will also find details of other Support Services available at the University of Exeter at <http://www.exeter.ac.uk/students/services/>.

[Include on letters to students on the Cornwall campuses] You may also wish to note that the [Students’ Union Advice Service](https://www.thesu.org.uk/), [advice@theSU.org.uk](mailto:advice@fxu.org.uk) is able to offer advice and support locally. You will also find details of the University’s Support Services in Cornwall at <http://www.exeter.ac.uk/cornwall/support/>.

If you are experiencing issues that are affecting your health or wellbeing, you are encouraged to contact the Student Wellbeing Services, <https://www.exeter.ac.uk/students/wellbeing/>

[Include for PGRs] There are also details about PGR Wellbeing support services On the [Doctoral College](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.exeter.ac.uk%2Fdoctoralcollege&data=05%7C01%7CDCQualityDevelopment%40exeter.ac.uk%7Cece7b59ffb2d4ce000ac08da96f5338b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637988277112424722%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5aDSbsNI9OByV7MFBcrBWos7VJfC7ieSuhKewMvojMs%3D&reserved=0) webpages and on the [FAQ page](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.exeter.ac.uk%2Fdoctoralcollege%2Fsupport%2Fcoronavirus%2Ffaqs%2F&data=05%7C01%7CDCQualityDevelopment%40exeter.ac.uk%7Cece7b59ffb2d4ce000ac08da96f5338b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637988277112580951%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=vQPOJXXsrUj1Sj0viezgyDJQXEyJ8lK1X3P%2BcoUviNc%3D&reserved=0). As a PGR student you can access [Spectrum Life](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Fwellbeing%2Fspectrum%2F&data=05%7C01%7CDCQualityDevelopment%40exeter.ac.uk%7Cece7b59ffb2d4ce000ac08da96f5338b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637988277112580951%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hH0llAXRb3BckhKFFAGHt4NJH3Hh4g9MQwtlGaNrH7U%3D&reserved=0) who provide a variety of confidential counselling services .  Please note that the services offered by Spectrum Life are available not only to you, but also to family members who live with you.  [SilverCloud](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.exeter.ac.uk%2Fwellbeing%2Fsupport%2Fself-helpandpeersupport%2Fonlineselfhelp%2Fsilvercloud%2F&data=05%7C01%7CDCQualityDevelopment%40exeter.ac.uk%7Cece7b59ffb2d4ce000ac08da96f5338b%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637988277112580951%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lCNoGV8ODHa3EqKtHNlwlhiZJtWbRTAIVN0OS90NvFY%3D&reserved=0) offers secure, immediate access to online Cognitive Behavioural Therapy programmes, tailored to your specific needs.

Yours sincerely

Relevant signatory as defined in Appendix 1 at [Code of Good Practice: Unsatisfactory Student Progress, Engagement and Attendance](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/). **The signatory must not have previously dealt with a warning under this procedure for this student.**

cc: Supervisor(s)

Pastoral Tutor

Personal/Academic Tutor

PGR Student cases ([pgr-student-cases@exeter.ac.uk](mailto:pgr-student-cases@exeter.ac.uk))

or Taught Student Cases (studentcases@exeter.ac.uk)