A POSSIBLE TEMPLATE LETTER TO BE USED BY COLLEGES TO NOTIFY A STUDENT THAT THEY HAVE BEEN REFERRED TO THE FACULTY DEAN

Student no:

Dear

**Unsatisfactory Progress, Engagement & Attendance: Referral to Dean for Taught Students/ Dean of Postgraduate Research [*Delete As Applicable*]**

*(Delete paragraph [a] or [b] as appropriate)*

[a] Further to my letter dated *[insert date of letter]* and following our meeting on *[insert date and time]*, the decision still stands to refer you to the Dean for Taught Students/Dean of Postgraduate Research [delete as applicable] with a recommendation that *[insert details as per Stage 3 letter]*. The Dean for Taught Students/Dean of Postgraduate Research [delete as applicable] will write to you to inform you of the outcome once the case has been considered.

[b] Further to my letter dated *[insert date of letter]* and following our meeting on *[insert date and time]*, the decision to refer you to the Dean for Taught Students/Dean of Postgraduate Research [delete as applicable] with a recommendation that *[insert details as per Stage 3 letter]* no longer applies *[insert reasoning and outline proposed next steps]*. Please note that, should any further concerns arise about your progress, engagement and/or attendance within 12 months of receiving this letter, you will be invited to meet with me again with the possibility that the case will be 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)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 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/). This should be the same person who offered/met with the student under Stage 3.

cc: Supervisor(s)

 Pastoral Tutor

Dean for Taught Students (educationpolicy@exeter.ac.uk)

Dean of Postgraduate Research (grdean@exeter.ac.uk)

Personal/Academic Tutor