POSSIBLE TEMPLATE LETTER TO BE USED BY DEANS TO NOTIFY A STUDENT OF WITHDRAWAL/ OTHER ACTION FOLLOWING FACULTY RECOMMENDATION

Name

Sent by email to:

Student No:

Date:

Dear

The Faculty APVC-E /Faculty Director of PGR has informed me that, despite a Final Warning issued by the Faculty/School on [date] for unsatisfactory [attendance/ progress/ engagement], your [attendance/ progress/ engagement] has shown no improvement [and you also failed to meet with your Faculty/School on [date] to explain your [non-attendance/ lack of progress/ engagement]]. You have therefore been reported to me with the recommendation that [*enter details of action taken as per Faculty referral*, ie. you should be withdrawn from your programme of study and that, as a Tier 4 visa holder, you should be reported to the Home Office as you have more than ten consecutive absences on your record.] I have considered your case in full and confirm that I have approved your Faculty’s recommendation to [deregister you].

**NOTE: PARAGRAPH ABOVE CHANGES TO SUIT INDIVIDUAL STUDENT'S CIRCUMSTANCES**

I therefore regret to inform you that you [note action taken, i.e., will not be withdrawn from the University] in accordance with the [Code of Good Practice: Unsatisfactory Student Progress, Engagement and Attendance](https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/). [Include for Tier 4 Visa students; A report will also be submitted to the Home Office.]

Please note that this means you will no longer have access to any University facilities and that you should return your UniCard (Student Identification Card) to the Student Information Desk in the Forum, Stocker Road, Exeter EX4 4SZ, or the Academic Support Unit, TR10 9FE at Penryn Campus at the earliest opportunity.

Please also note that you have the right to appeal against this decision under section 9 of the [Procedures Relating to Academic Appeals](http://www.exeter.ac.uk/staff/policies/calendar/part1/otherregs/appeals/). Your appeal should be addressed to the Student Cases Team and sent within ten working days [by date] to studentcases@exeter.ac.uk.

Should you have any queries on this matter please address them in the first instance to Student Cases.

I am sorry that it has been necessary to take this action.

Yours sincerely

Dean for Taught Students/ Dean of Postgraduate Research

cc Copied to Faculty staff as appropriate

 Student Information Desk

Finance & Student Records

 Immigration Compliance Unit [Include as appropriate]

 Supervisors & Pastoral Tutor

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