**Unsatisfactory Student Progress, Engagement & Attendance (USPEA): Student Report Form**

When complete, this form, plus all accompanying paperwork, should be sent to the relevant Dean (Taught Programmes: [educationpolicy@exeter.ac.uk](mailto:tdean@ex.ac.uk), Postgraduate Research Programmes: [grdean@exeter.ac.uk](mailto:grdean@exeter.ac.uk)).

Please ensure you have scanned in a signed form or included email correspondence from the relevant authority in lieu of a signature. The relevant Dean’s Office will inform the student in writing of any action to be taken, copied to the Faculty concerned and will report to relevant Board.

|  |  |
| --- | --- |
| Name of student (in full) |  |
| Student number |  |
| Programme of study |  |
| Unsatisfactory module code numbers and title (where appropriate) |  |
| Does this student hold a Tier 4/ Student visa |  |
| Is this student in receipt of any funding, eg from the University, Research Council, Student Loan or other external sponsorship (where applicable, please state source & dates of sponsorship) |  |
| Reporting Faculty/Department |  |
| Key Faculty/Department contact for any queries |  |

I wish to report the above-named student whose performance, engagement or attendance remains unsatisfactory. I have attached:

1. [*for PGRs, where applicable*] progress check(s) sent to the student (please specify by date);
2. Initial warning(s) sent to the student (please specify by date);
3. Final warning(s) sent to the student (please specify by date);
4. Correspondence with regard to the Faculty APVC’s\* meeting with the student, including an accurate record of the discussion which took place in the meeting if the student attended;
5. Any other pertinent information, where applicable. For example (and not limited to):
   1. Details of any other relevant meetings held with the student;
   2. Where the case is complex it is advisable to attach a brief chronology of events to aid the Dean for Taught students/Dean of Postgraduate Research in their review of the case;
   3. Confirmation of the dates that the student has been referred to Wellbeing Services, if applicable and any contact they have had with the EWA;
   4. Confirmation of attempts to contact the student outside of this procedure. This may be through their tutor/supervisor, Student Support Services etc;
   5. Conditions of funding, if applicable.

I recommend that the following action be taken:

*Include as appropriate:*

1. exclusion from examinations (*specify all/which examinations the exclusion applies to*)
2. the repeat of part or all of the programme of study (*give details*)
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 (*give details*)

*Delete as appropriate*

I have notified the student that they have been reported to the Dean for Taught Students/ Postgraduate Research.

*Or*

I have notified the student that they have not been reported to the Dean for Taught Students/Postgraduate Research; a record will remain on their student file for a period of one year following receipt of the PVC meeting outcome.

By signing this form, I/we confirm that this process has been undertaken in accordance with the [Code of Good Practice; Unsatisfactory Student Progress](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/unsatisfactoryprogress/) and Engagement.

Date:

Signature: ……………………………………. (Faculty PVC\*)

\* *Faculty PVC; relevant Associate PVC or the Faculty or Department Director of Postgraduate Research only*

Please also confirm approval of PVC of any other involved Faculty/School e.g. for CH/ Service Teaching or Director of Flexible Combined Honours

If the student is studying under a partnership arrangement, e.g. as part of a Doctoral Training Partnership, please provide a brief outline of the agreed progress/ engagement/ attendance arrangements for the programme in question and confirmation that these have been followed to date.

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**Action taken by the Dean for Taught Students/ Postgraduate Research**

Accept/ Reject recommendation (delete as applicable)

If recommendation is rejected, please state reasons and next steps below:

Date:

Signature:

Dean for Taught Students/ Postgraduate Research