

**Monitoring Academic Progress – Template Forms and Letters**

All letters to be sent by email to the student’s Aberystwyth University email address; hard copy letters could still be sent if a student’s email account is locked or if the student has missed a meeting with the member of staff they had been called in to discuss their academic progress.

**TEMPLATE B – Outcome letter following meeting with Faculty Pro Vice-Chancellor**

Thank you for attending a meeting with me on Click here to enter a date.. You were reported by your Department for poor academic progress. A record of the discussion is enclosed, together with a confirmation of the actions which were agreed.

**\*If reported again for unsatisfactory academic progress, it is likely that you will be excluded from the University without an opportunity for a further interview.**

Please note also that you may contact a student advisor in Student Support Services or the Students’ Union for confidential advice and support, if your academic progress is being affected by personal circumstances. For advice and support you can contact:

* Student Support Services by phone (01970 62 1761), email (student-adviser@aber.ac.uk) or visiting ([www.aber.ac.uk/en/student-support/](http://www.aber.ac.uk/en/student-support/)) for details of the drop-in service.
* Students’ Union Advice Service by phone (01970 62 1700), email (union.advice@aber.ac.uk) or visiting ([www.abersu.co.uk/advice](http://www.abersu.co.uk/advice)) for details of the drop-in service.

Yours sincerely

Faculty Pro Vice-Chancellor

\*The section in bold can be omitted in cases where there are severe personal circumstances or where the Faculty Pro Vice-Chancellor decides it is not appropriate to issue a warning. It should be noted however that students will not be excluded from the University in cases where prior warning has not been issued.