**Student Monitoring C6 Form**



**Section 1 – to be completed by the Student**

**Student ID Number**   **Surname**  

**First Name**  **Course code ‘AT RISK’**  

**Please submit one form per course  
Your University e-mail address** 

A decision will be made on whether you will be reinstated on to your course.

You will be notified of this outcome.

* **If you are issued a further C6 after reinstatement, you will automatically receive a** [**C7.**](https://www.abdn.ac.uk/students/academic-life/student-monitoring.php#panel5178)
* **Failure to submit the form by the deadline will result in a C7, which is a removal of the student’s class certificate.**
* **You must complete page one of this form electronically and return as follows.**

**Please send the form according to the discipline of the course:**

Accountancy: [bs-accounting@abdn.ac.uk](mailto:bs-accounting@abdn.ac.uk)

Economics: [bs-economics@abdn.ac.uk](mailto:bs-economics@abdn.ac.uk)

Finance: [bs-finance@abdn.ac.uk](mailto:bs-finance@abdn.ac.uk)

Management / International Business: [bs-management@abdn.ac.uk](mailto:bs-management@abdn.ac.uk)

Real Estate: [bs-realestate@abdn.ac.uk](mailto:bs-realestate@abdn.ac.uk)

A C6 is issued for non-attendance and non-submission of course work. Please explain, giving as much detail as possible, the reasons why you were unable to attend classes and what actions you are proposing to make up missed work. If there are extenuating circumstances that are impacting on your studies or engagement it is important to let the University know so that appropriate support can be provided.  You may wish to speak to Student Support, your UG Personal Tutor, your PGT Programme Coordinator or you can speak to the Business School Student Progression Coordinator by emailing [bsstudentprogressioncoordinator@abdn.ac.uk](mailto:bsstudentprogressioncoordinator@abdn.ac.uk).

**Was your absence part of an ongoing issue Yes No**

(This field is limited to 800 characters)



For future absence, if you have a medical certificate or a letter from the Counselling Service or Student Support explaining your continuous absence, then please ensure you have uploaded the relevant document via the MyAberdeen Absence Reporting link. You should note that while the University wishes to support students experiencing personal or medical problems which are impacting on a student’s studies, it is only possible to remain registered on a course if you are able to achieve the learning outcomes by making up missed work.

**Section 2 – Staff use only**Medical certificate attached Yes No Date form received. 

Counselling/Student Support letter attached Yes No

Total number of teaching session missed  of which  are GC  are MC

Stage 1 resolution Yes No Outcome 

Stage 2 resolution Yes No Outcome 

Date student notified 