Dear
Student ID:

WE ARE HERE FOR YOU

We hope that everything is fine and that you are coping with your studies at this time. We want to make you aware of the support services available to you within the University. You can find more information about support available to you, by visiting our website https://www.abdn.ac.uk/students/support/index.php.

We are getting in touch now as one of your Course Co-ordinators or School has concerns about your engagement with your studies and has indicated you are at risk of not completing them. More information on the course(s) involved is outlined below. To discuss this, please get in touch with your School. You can find details of your School contacts at https://www.abdn.ac.uk/students/academic-life/studentmonitoring.php. You can also contact by email your UG Personal Tutor or your PGT Programme Co-ordinator/Supervisor who will be pleased to discuss the situation with you, offer suggestions and guidance, and/or suggest other forms of support.

What is a C6?

This process is formally called a C6. If you do not follow these instructions by the indicated date, there is a danger that the C6 will become what is called a C7, meaning you will no longer be able to participate in that course and will not be able to complete assessment. Very frequently, situations can be resolved, and a path found for you to be able to continue with your studies, so please do act in response to this email.

Registry

If you were not meant to be registered for the course(s) please contact the Duty Registry Officer by emailing infohub@abdn.ac.uk to request that the course(s) be removed from your record. You can find more information regarding Registry by visiting https://www.abdn.ac.uk/students/support/study-resources-support.php#panel3580.

Tier 4

If you are an international student on a Tier 4 visa, limited engagement could cause an issue for your visa. Please do contact the course coordinator as soon as possible.

School/Department
Comments:

Course Code

Yours sincerely

Ms Yvonne Gordon, Deputy Academic Registrar (Student Services)

Personal Tutor’s Name:
Date by which you must take action:
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Student ID:

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We refer to our recent email providing information regarding your C6 which highlighted your lack of engagement with your studies. This has now become a C7.

What is a C7?

A C7 means that you have lost the right to attend, take exams, complete assessments or receive supervision for the course(s) outlined below. A C7 is also known as Withdrawal/Refusal of a Class Certificate. You can appeal against this C7 and details of this process are at https://www.abdn.ac.uk/students/academic-life/student-monitoring.php#panel2961.

Support

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 can find more information about support available to you, by visiting our website https://www.abdn.ac.uk/students/support/index.php. You can also contact your UG Personal Tutor or your PGT Programme Coordinator/Supervisor who will be pleased to discuss the situation with you, offer suggestions and guidance, and/or suggest other forms of support.

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