C6 Email

You have a C6 in one or more of your courses

It is important that you don’t ignore this email and take action to resolve this issue as soon as possible. Read the text below carefully, as it contains the necessary instructions to try to have the C6 removed. If you do not follow these instructions by the indicated date, there is a danger that the C6 will become a C7, meaning you will no longer be able to participate in that course. 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.

What is a C6?
A C6 means that a Course Co-ordinator or School has concerns about your engagement with your studies in a particular course(s), and has indicated you are “at risk” of not completing that course. More information on the course(s) involved is outlined below.

How do I get a C6 removed?
You must contact the relevant School(s) to discuss your situation as soon as possible. You can find details of how to contact your School on the following webpage www.abdn.ac.uk/infohub/study/removing-a-c6-or-c7. Please take action before 12-noon on the deadline date given.

If you were not meant to be registered for the course(s) at all please visit the Duty Registry Officer in the Infohub to request that the course(s) be removed from your record www.abdn.ac.uk/infohub/study/changes-to-studies.

Support is available
It is important that you feel supported throughout your studies and there are a range of services in place to help you during your time with us. If you need some help with personal or academic issues, visit www.abdn.ac.uk/infohub/support/index for more details on the services available to you. If you are an undergraduate student you can also arrange a meeting with your Personal Tutor; postgraduate students can discuss with their Programme Co-ordinator/Supervisor.

Tier 4 visa students
If you are an international student on a Tier 4 visa you could be putting your visa at risk. Please follow the instructions above to rectify the situation immediately to prevent any issues with your immigration status.

More information and some Frequently Asked Questions can be found at www.abdn.ac.uk/infohub/study/monitoring-faqs

School/Department   Course Code

Comments:

Personal Tutor’s Name:

Date by which you must take action:
C7 Email

You have a C7 in one or more of your courses

It is important that you don’t ignore this email and take action to resolve this issue as soon as possible. Read the text below carefully, as it contains the necessary instructions to try to rectify the situation. 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.

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. For users of MyAberdeen access to the course(s) information will also be suspended. A C7 is also known as Withdrawal/Refusal of a Class Certificate.

Failure to take action by 4pm on the deadline date below may have significant consequences for your studies. For example, if it is a compulsory course it could mean that you will not be able to complete your chosen degree.

How do I get a C7 removed?
If you have not already done so it is essential that you contact the relevant School(s) to discuss your situation and see if there is a way to get you back on track with your course(s). You can also arrange for access to MyAberdeen to be reinstated whilst your appeal to remove the C7 is being considered. Access to MyAberdeen is normally granted by the Course Coordinator of the specific course(s) concerned.

You can find details of how to contact your School at www.abdn.ac.uk/infohub/study/removing-a-c6-or-c7 then click on the relevant School and follow the instructions for C7 Refusal of Class Certificate.

If you submit an appeal you should continue to attend all classes, pending the outcome of the appeal, and having been re-admitted to the MyAberdeen site.

If you were not meant to be registered for the course(s) at all please visit the Duty Registry Officer in the Infohub to request that the course(s) be removed from your record www.abdn.ac.uk/infohub/study/changes-to-studies.

Support is available
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School/Department Course Code

Comments:

Personal Tutor's Name:

Date by which you must take action: