Postgraduate Taught Programme Students
Monitoring requirement for a single course

Student fails to meet attendance requirements or fails to submit coursework for course AB5123.

School enters C6.

Monitoring ‘At Risk’ email sent by Registry
Tier 4 students warned re risk to visa status.

Student does not respond by deadline for response.

Student is automatically deemed withdrawn from the course as auto C7 goes on system at end of 3rd working day after C6 deadline. Further email sent to student giving 10 days to respond to the Head of School

Student appeals to Head of School to go back on to course.

C7 remains: No response from Student.

C7 remains: If appropriate, School notifies Registry that student should be withdrawn as now unable to continue on Programme of study at all.

C7 removes: School informs student of implications for continuing on programme, eg cannot now continue on the Master’s route.

If a student indicates having problems he/she is referred to the Programme Co-ordinator, Student Support, Student Learning Service as appropriate.

C7 remains: School considers student’s reason. If acceptable, student reinstated by School – C4 entered via monitoring screen on SRS*. If reason not accepted, School to advise the student. Auto C7 triggered at end of 3rd working day after C6 deadline.

C7 removed: School accepts student’s reasons and reinstates student onto course – C4 entered via monitoring screen on SRS by School.

C6 = At Risk
C4 = Authorised Entry/Reinstated onto course
C7 = Class Certificate Refused

If the student has already been monitored (C6’d) for this course, reinstated (C4) and misses classes/non submission again the School can insert a C7 straight away ie, there is no requirement to insert a C6 first as the student has previously been monitored in respect to course AB1234.