Student Monitoring procedure
Postgraduate Taught Programme Students

**C6** = At Risk
**C4** = Authorised Entry / Reinstatement on Course
**C7** = Class Certificate Refused

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

- School enters C6
  - Monitoring C6 ‘At Risk’ auto email sent from Registry. Student Visa holder warned re risk to visa status.
  - Student does not respond by deadline for response.
    - Student is automatically deemed withdrawn from the course. C7 email automatically generated at 4pm on the 4th working day after the C6 deadline date. Student given a further 10 days to appeal (informal or formal).

### Student indicates desire to continue but is having problems.

- Student replies by deadline for response, following instruction on student monitoring web page (8 days from date email sent).
  - Student appeals to go back on course(s). (Student continues on course(s) pending outcome).
    - No response from Student. C7 remains.
      - C7 removed: School accepts student's reasons/appeal upheld and reinstates student onto course. C4 entered via monitoring screen on Student Records by School.
      - C7 remains: School informs student of implications for continuing on programme, eg cannot now continue on the Master's route.

### School considers student’s reason.

- School considers student's reason. If acceptable, student reinstated by School. C4 entered via monitoring screen on Student Records.
  - If reason not accepted, School to advise the student. C7 automatically generated at 4pm on the 4th working day after the C6 deadline date. School can enter manually before that date, as long as C6 action date has passed.
  - No response from Student. C7 remains.
    - After final chase letter/email by Registry, and following discussion with School, relevant Dean takes final decision on force discontinuation of student registration.
      - Registry discontinues the student and notifies him/her in writing (if on campus) and by email. If it is an international student Visa holder, the student will be reported to the UKVI.
      - Student appeals to go back on course(s). (Student continues on course(s) pending outcome).

### Student does not respond by deadline for response.

- School enters C6
  - Student indicates desire to continue but is having problems. As appropriate, School refers student to PGT pastoral lead, Student Support, Student Learning Service etc.

### Student indicates desire to continue but is having problems.

- School considers student's reason. If acceptable, student reinstated by School. C4 entered via monitoring screen on Student Records.
  - If reason not accepted, School to advise the student. C7 automatically generated at 4pm on the 4th working day after the C6 deadline date. School can enter manually before that date, as long as C6 action date has passed.
  - No response from Student. C7 remains.
    - After final chase letter/email by Registry, and following discussion with School, relevant Dean takes final decision on force discontinuation of student registration.
      - Registry discontinues the student and notifies him/her in writing (if on campus) and by email. If it is an international student Visa holder, the student will be reported to the UKVI.
      - Student appeals to go back on course(s). (Student continues on course(s) pending outcome).

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*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.*