Student Monitoring procedure
Postgraduate Taught Programme Students

C6 = At Risk
C4 = Authorised Entry/Reinstatement on course
C7 = Class Certificate Refused/withdrawn from course

1. Student fails to meet attendance/engagement requirements, fails to submit coursework or is not engaging on course

2. School enters C6* into the monitoring screen in Student Record System (SRS)

3. Monitoring C6 ‘At Risk’ auto email sent from SRS
   Student Visa holders warned about risk to visa status

4. Student does not respond by deadline for response ie 8 calendar days from date email sent

5. School decides not to reinstate student and C7 automatically generated at 10am on the 4th working day after the C6 deadline date. School can also enter C7 manually in SRS before that date, as long as 10 days have passed since C6 email sent

6. Student appeals to go back on course(s). Student continues on course(s) pending appeal outcome

7. Student replies by deadline for response, following instruction on student monitoring web page (deadline is 8 calendar days from date email sent)

8. School accepts student’s reasons (appeal upheld)
   School enters C4 in the monitoring screen in SRS
   Student reinstated on course(s)

9. School considers student’s reason. If acceptable, student is reinstated on course(s) ie C4 entered into the monitoring screen in SRS
   If reason not accepted, School to advise student

10. School accepts student’s reasons (appeal not upheld)
    If appropriate, School notifies Registry that student should be discontinued as they are unable to continue on Programme of study at all.

11. C7 remains: School informs student of implications for continuing on programme eg academically cannot now continue on the Master’s, but could complete for PgDip.
    If student has not been engaging, Registry writes to student with final warning of being withdrawn from study. Response required within 5 working days.

12. No response from student – C7

13. School decides not to reinstate student and C7 automatically generated at 10am on the 4th working day after the C6 deadline date.

14. School can also enter C7 manually in SRS before that date, as long as 10 days have passed since C6 email sent

15. If no response to final chase email by Registry and, following discussion with School, relevant Dean takes final decision to withdraw student from the programme

16. Registry withdraws the student and notifies them by email (to Univ & personal email addresses).
    If the student is a visa holder, the student will be reported to the UKVI

*If the student has already been monitored (C6’d) for a course, reinstated (C4) and then subsequently 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 already been monitored in respect of the course.