Student Monitoring procedure
Postgraduate Research Students

**Student Monitoring procedure**

**Postgraduate Research Students**

- **Student fails to meet attendance requirements or fails to submit expected work.**

  - School writes to student to ascertain reason (in accordance with the monitoring section in the Code of Practice for Research Students).

- **School or Postgraduate Research School enters C6 against the research course code(s), eg EGR100**

  - Monitoring C6 'At Risk' auto email sent from Registry. Student Visa holder warned re visa status.

- **Student does not respond by deadline for response, or unsatisfactory response from student.**

- **Student is deemed withdrawn from the degree programme. C7 automatically entered on system against the research course code(s) at end of 4th working day after C6 deadline.**

**If a student indicates having problems they are referred to the Supervisor, Student Support, Student Learning Service etc, as appropriate.**

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

  - School decides if student past point to be able to return.

  - Dean of Research Students takes final decision on whether to force withdraw the student's registration.

- **No response from student. Registry sends further email & letter to student.**

  - Registry withdraws the student and notifies them in writing (if on campus) and by email. International students on a Student Visa reported to the UKVI.

- **School informs student of implications for continuing on programme. If ok to continue, School removes C7 on student record.**

**C6 = At Risk**

**C4 = Authorised Entry / Reinstatement on Course**

**C7 = Class Certificate Refused**

*If the student has already been monitored (C6/4) 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 that course eg EGR100 (Engineering – Research – 100%)*