Student Monitoring procedure

Postgraduate Research Students

1495 UNIVERSITY OF ABERDEEN

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C7 = Class Certificate Refused/withdrawn from course

Student fails to meet attendance/engagement requirements, or fails to submit expected work

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

School enters C6* against the research course code(s) in the monitoring screen in the Student Record System (SRS)

Monitoring C6 "At Risk" auto email sent from SRS
Student Visa holders warned about risk to visa status

Student does not respond by deadline for response (deadline is 8 calendar days from date email sent) OR unsatisfactory response from student

Student is deemed withdrawn from the course.
C7 is automatically generated at 10am on the 4th working day after the C6 deadline date.
School can enter C7 manually in SRS before that date as long as 10 days have passed since C6 email sent

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

Student indicates desire to continue but is having problems. School refers student to Supervisor, PG Research School, Student Support, Student Learning Service etc

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

School considers student's reason.
If acceptable and student can get back on track, they are reinstated on course(s)
ie school enters C4 into monitoring screen in SRS
If reason not accepted, School to advise student

The C7 notice gives the Student a further 10 working days to appeal the C7, either informal or formal routes

School accepts student's reasons (appeal upheld) and if they can get back on track, the student is reinstated on course(s)
ie School enters C4 in the monitoring screen on SRS + informs student of the requirements for continuing on the programme

No response from student.
Registry sends a further chase notice by email to student giving final warning of being withdrawn from study. Response required within 5 working days.

If no response Registry will ask Dean of PGRS to make final decision to withdraw student from programme. For formal appeals the outcome is taken froward by the Appeals team in Registry

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