

C6 EMAIL TEXT

Dear

Student ID:

ACTION REQUIRED: YOU HAVE RECEIVED A C6

WHAT YOU MUST DO AND HOW WE CAN HELP

What is a C6: what has happened?

A C6 has been put in place as one of your Course Co-ordinators or School has concerns about your level of engagement with your studies on the course or courses noted at the end of this email. You may, for example, have missed classes or failed to submit assessments.

What you need to do

You must contact your School to discuss this by the date noted at the end of this email.

If there is more than one course listed at the end of this email, then you need to discuss each of them.

To find out the process in the School, including who to contact regarding each of the course(s), and details of how to find the relevant School if you are unclear, visit this link <https://www.abdn.ac.uk/students/academic-life/student-monitoring.php> and look at How do things work in my School and Which School should I contact.

The School will explain what has happened. Very frequently, situations can be resolved and the C6 removed, so please do act quickly in response to this email.

If you do not do this by the indicated date, there is a danger that the C6 will become what is called a C7. This would mean that you will no longer be able to participate in the course(s), gain credits, be supervised or complete assessment.

Other support available to you

You can find information about the support services within the University, by visiting our website <https://www.abdn.ac.uk/students/support/index.php>.

You can also contact by email your UG Personal Tutor or your PGT Programme Co-ordinator/Supervisor who will be pleased to discuss the situation with you, offer general suggestions and guidance, and/or suggest other forms of support.

Note that exploring this general support will not lead to the C6 being removed. This can only be done by the School.

Registry

If you were not meant to be registered for the course(s) please contact the Duty Registry Officer by emailing infohub@abdn.ac.uk to request that the course(s) be removed from your record. You can find more information regarding Registry by visiting

<https://www.abdn.ac.uk/students/support/study-resources-support.php#panel3580>.

If you hold a Student or Tier 4 Visa

If you are a Student or Tier 4 Visa Holder, limited engagement could have implications for our continued sponsorship of your visa. If your C6 were to progress to a C7 then you are at risk of your visa sponsorship being withdrawn for failure to engage with your studies, as the Home Office require us to withdraw visa sponsorship for any student that does not actively and consistently follow their course of study. Any further action will be taken in consultation with your School. If you wish to continue studying at the University of Aberdeen and retain your Student/Tier 4 Visa, please contact the course coordinator as soon as possible.

School/Department

Course Code

Comments:

Yours sincerely

Ms Yvonne Gordon, Deputy Academic Registrar (Student Services)

Personal Tutor's Name:

Date by which you must take action:

.....

C7 EMAIL TEXT

Dear

Student ID:

ACTION REQUIRED: YOU HAVE RECEIVED A C7

WHAT YOU CAN DO AND HOW WE CAN HELP

We refer to our recent email providing information regarding your C6 which highlighted your lack of engagement with your studies. This has now become a C7.

What is a C7: what has happened?

A C7 means that you have lost the right to attend, take exams, complete assessments, gain credits or receive supervision for the course(s) outlined at the end of this email. A C7 is also known as Withdrawal/Refusal of a Class Certificate.

What can you do now?

You can appeal against this C7 and details of this process are at <https://www.abdn.ac.uk/students/academic-life/student-monitoring.php#panel2961>. This is really important and you should act on this as soon as possible.

If you hold a Student/Tier 4 visa please read the section below for further information and please note that, although you may appeal this C7, you cannot appeal an immigration decision.

Other Support available to you.

If there are circumstances that are impacting on your studies or engagement it is important to let the University know so that appropriate support can be provided. You can find more information about support available to you, by visiting our website <https://www.abdn.ac.uk/students/support/index.php>. You can also contact your UG Personal Tutor or your PGT Programme Coordinator/Supervisor who will be pleased to discuss the situation with you, offer general suggestions and guidance, and/or suggest other forms of support.

Note that seeking general support is not the same as making an appeal. Most students do both.

Registry

If you were not meant to be registered for the course(s) please contact the Duty Registry Officer by emailing infohub@abdn.ac.uk to request that the course(s) be removed from your record. You can find our more information regarding Registry by visiting <https://www.abdn.ac.uk/students/support/study-resources-support.php#panel3580>.

If you hold a Student or Tier 4 Visa

If you are a Student or Tier 4 Visa Holder, you are now at serious risk of your visa sponsorship being withdrawn for failure to engage with your studies, as the Home Office require the University to withdraw visa sponsorship for any student that does not actively and consistently follow their course of study. Any further action will be taken in consultation with your School.

If you are found to have not been actively and consistently engaging, we will withdraw visa sponsorship, meaning that your visa is no longer valid to permit you to study in the UK. If you wish to continue studying at the University of Aberdeen, please contact your School to request frontline/early resolution of your C7 by explaining any exceptional reasons you have for your limited engagement, you must also confirm that you will now fully engage with study/submit coursework or other assessments.

If you believe the C7 is a mistake, you should also contact your School as a matter of urgency. You may wish to submit an appeal using the process above, however, an appeal can offer you an academic outcome only. You cannot appeal an immigration decision to withdraw sponsorship of your visa. If sponsorship of your visa is withdrawn, you will receive an email from the Student Immigration Compliance Team to inform you of this outcome. This email will give you further information about the implications to your ongoing visa sponsorship and the next steps that you should look to take to ensure you adhere to the Immigration rules set by the Home Office.

School/Department

Course Code

Comments:

Yours sincerely

Ms Yvonne Gordon, Deputy Academic Registrar (Student Services)

Personal Tutor's Name:

Date by which you must take action: