USPEA Annex 8 USPEA Flow Chart

This diagram must be read in conjunction with the Unsatisfactory Student Progress, Engagement and Attendance (USPEA) Code of Good Practice

Stage 1: Warning. Warning issued to student by Faculty/School or Immigration Compliance administrative staff. Records must be kept. Template letter provided within USPEA guidance (Annex 1). Should it be determined after the letter is issued that the warning is no longer appropriate a record should be added to the student's file to this effect.

Improvements made



Progress, engagement and/or attendance remain a concern. If concerns remain following an initial warning, or if further concerns arise within 12 months of receipt of the initial warning, a Stage 2: Final warning should be issued.



Stage 2: Final Warning. Final warning letter issued by signatory (see Appendix 1) (not by those who handled the case under Stage 1 or who would be responsible for handling the case under Stage 3). Template letter provided within USPEA guidance (Annexes 2 and 3). Student is offered a meeting with the staff who issued the letter. Should it be determined after the letter is issued/a meeting, that the warning is no longer appropriate a record should be added to the student's file to this effect.

Improvements made



Progress, engagement and/or attendance remain a concern. If concerns remain following a final warning, or if further concerns arise within 12 months of receipt of the final warning, the case should be progressed to Stage 3: Action by the Pro Vice-Chancellor and Executive Dean of Faculty



Stage 3: Action by the Pro Vice-Chancellor and Executive Dean of Faculty. Write to student to advise of referral to Dean for Taught Students/PGR. Template letter provided within USPEA guidance (Annex 4). Student must be invited to an impartial meeting with the APVC, supported by relevant Professional Services Staff, to explain reasons for progress/ engagement issues (*The decision maker should not have been involved in a pervious stage of the process, see Appendix 1 in the USPEA Code of Good Practice*).

Following discussions with student, APVC agreed not to refer to Dean for Taught Students/PGR at this stage.

Depending on the outcome, the APVC may;

- Refer the case back to Stage 2; re-issue a warning letter with clear expectations laid out which, if unmet, may result in referral to Stage 3 again.
- Hold the case at Stage 3; if further concerns arise within 12 months of receipt of the outcome of this meeting, the case should be progressed to Stage 4.



Progress, engagement and/or attendance remain a concern. Refer to Dean for Taught Students/PGR. The APVC will write to the student to confirm that this action has been taken. Template letter provided within Unsatisfactory Student Progress, Engagement and Attendance guidance (Annex 5).



Stage 4: Referral to the Dean for Taught Students/PGR. Faculty to submit all evidence and Student Report form (Annex 6) to the Dean for Taught Students/PGR. The Dean (or appropriate nominee who is impartial to the case) will either approve the Faculty's decision or will reject it.

Recommendation for withdrawal: Rejected by Dean for Taught Students/PGR Refer back to the Faculty with recommendations for next steps.



Recommendation for withdrawal: Approved. Dean for Taught Students/PGR to inform the student in writing; template letter provided within USPEA guidance (Annex 7). The Faculty shall be informed, and the log updated.