

Learning and Teaching Support Handbook

Appendix 1: Signatories (and delegated authority) for each stage

Note that the signatory for each stage must be someone independent to the case and cannot have been a signatory at a previous stage, in order that an impartial decision may be reached.

For INTO, the Centre Director shall hold equivalency with the University of Exeter PVC role. The INTO Academic Director shall hold equivalency with the University of Exeter Associate Dean role.

1. Signatories for Taught Students (warnings not linked to visas)

Stage	Sent by	Default Signatory	Alternative signatories
Stage 1- Initial warning	Info Point	Academic Tutor (also known as Personal Tutor)	Programme Director; Director of Professionalism; Senior Tutor; Senior Education Partner (SEP)/ Deputy Education Partner (DEP) Hub Manager
Stage 2 – Final warning	Info Point	Info Point	Associate Dean for Education (ADE) Associate Pro-Vice Chancellor for Education (APVC-E) Head of Department (HOD) Hub Manager

Stage 3 - Faculty meeting invite	Senior Education Partner (SEP)/ Deputy Education Partner (DEP) or admin support to signatory	APVC-E	Associate Dean for Education (ADE) Deputy Pro-Vice-Chancellor (D-PVC) Pro Vice Chancellor and Executive Dean of Faculty
Stage 4 Dean's action	Education Policy	Dean for Taught Students	Associate Dean for Taught Students Dean of PGR

2. Signatories for warnings linked to visa compliance (taught students)

Stage	Sent By	Default Signatory	Alternative Signatory
Stage 1 - Initial warning	Immigration Compliance team	Immigration Compliance team	N/A
Stage 2 - Final warning	Hubs	Hub Manager	The signatory for final warnings for visa warnings will be the Hub Manager aligned to the department, who may delegate the student meeting to a Hub Administrator/Officer. The Student will be notified in the final warning that they must attend a meeting with the Hub named contact, and should that meeting be missed, the Hub Manager will escalate the warning to Stage 3 before a referral for visa withdrawal is made.

Stage 3 - Faculty meeting invite	Senior Education Partner (SEP)/ Deputy Education Partner (DEP) or admin support to signatory	APVC-E	Associate Dean for Education (ADE) Deputy Pro-Vice-Chancellor (D-PVC) Pro Vice Chancellor and Executive Dean of Faculty
Stage 4 –Dean’s action	Education Policy	Dean for Taught Students	Associate Dean for Taught Students Dean of PGR

3. Signatories for PGR Students (warnings not linked to visas)

Stage	Sent by	Default Signatory	Alternative signatories
Stage 1 - Initial warning	PGR Support Team	PGR Support Administrator/Officer	PGR Officer/ Manager
Stage 2 - Final warning	PGR Support Team	Department Director PGR	PGR Manager Deputy/Co Department Director of PGR
Stage 3 - Faculty meeting invite	PGR Support Team	Faculty Director of PGR	School Director of PGR Associate Pro-Vice Chancellor for Research (A-PVC-R)
Stage 4 - Dean’s action	DC Quality Development Team	Dean of PGR	Dean for Taught Students

4. Signatories for PGR Students (warnings linked to visas)

Stage	Sent By	Default Signatory	Alternative Signatory
Stage 1 – Initial warning	Immigration Compliance team	Immigration Compliance team	N/A
Stage 2 – Final warning	PGR Support Team	Department Director of PGR	Where students fail to complete 5 contact events, the Immigration Compliance Team will notify PGR Support, who will issue the final warning. PGR Manager Deputy/Co Department Director of PGR
Stage 3–Faculty meeting invite	PGR Support Team	Faculty Director of PGR	School Director of PGR Associate Pro-Vice Chancellor for Research (A-PVC-R)
Stage 4 – Dean’s action	PGR Support Team	Dean of PGR	Dean for Taught Students