

UNIVERSITY OF LEICESTER

FACULTIES OF ARTS, SCIENCE, THE SOCIAL SCIENCES, LAW AND MEDICINE AND
BIOLOGICAL SCIENCES (EXCL. M.B.,Ch.B.)

STUDENTS' WORK AND PROGRESS

2001-02

1. NAME OF STUDENT:
2. STUDENT'S DEGREE COURSE AND YEAR OF COURSE:
3. STUDENT'S FACULTY:
4. STUDENT'S PERSONAL TUTOR:
5. NAME OF DEPARTMENT ISSUING THIS REPORT:
(Note: This report will be circulated to the student's
other departments, if any)
6. PROGRESS REPORTS (Please summarise the student's neglect of studies, first by using the
boxes below and then by adding any comments you think might be helpful to the Committee):

This student's neglect of studies is indicated by:

- (a) absence from: Give an approximate indication of periods of absence where
information is available (e.g. believed to be absent from 3 out of 5
seminars in the First Semester)

Seminars	<input type="text"/>
Tutorials	<input type="text"/>
Lectures	<input type="text"/>
Practical classes	<input type="text"/>
Field trip	<input type="text"/>
Problems classes	<input type="text"/>
Other laboratory work	<input type="text"/>
Language classes	<input type="text"/>

and/or (b) non-submission or late submission of:

Essays	<input type="checkbox"/>
Seminar papers	<input type="checkbox"/>
Project work	<input type="checkbox"/>
Practical assignments	<input type="checkbox"/>

Additional comments:

7. REPORTING PROCEDURES

Has this student:

- | | | |
|-----|--|--------|
| (a) | been interviewed about his/her performance? | YES/NO |
| (b) | been given a verbal warning? | YES/NO |
| (c) | been given a written warning?
(copies of relevant correspondence relating to
(c) and (e) should be submitted with this report) | YES/NO |
| (d) | been informed that a report will be submitted to the Committee | YES/NO |
| (e) | been invited to submit representations to the Committee,
in writing or through his/her personal tutor | YES/NO |

(see Undergraduate Regulations p 8 Neglect of Academic Obligations)

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Please tick this box if the department has tried to initiate any of the procedures set out above, but has received no response from the student.

Additional comments

8. DEPARTMENTAL RECOMMENDATION

(Note: The Committee will take this recommendation into account where possible, but reserves the right to propose an alternative course of action. It is intended that personal warnings from the Dean will only be given in cases of exceptional or repeated neglect of studies. Termination of course is normally regarded as a last resort).

Best efforts warning letter

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Best efforts letter + interview with the Sub-Dean

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Gross neglect warning letter

☐

Gross neglect letter + interview with the Sub-Dean

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Termination of course

☐

Registration lapsed.

☐

(Signed).....
Head of Department/Chairman of School

Date: