USPEA Annex 2 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. 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

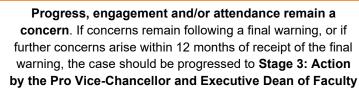


Progress, engagement and/or attendance remain a concern. If concerns remain following an initial warning, or if further concerns arise within 12 months of receipt of the initial warning, a Stage 2: Final warning should be issued.



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

Improvements made





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. 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/relevant authority will write to the student to confirm that this action has been taken.



**Stage 4: Referral to the Dean for Taught Students/PGR**. Faculty to submit all evidence and Student Report Form 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. The Faculty shall be informed, and the log updated.