

Probation warning – non-medicine student

General example – there are variations for specific circumstances in the Faculty of Medicine

Dear [Student],

The academic intervention process described in this letter is intended to enable you to receive any support that you might need, and it is not recorded on your academic record.

I am sorry to inform you that following the publication of the recent module results, you are in breach of Senate Regulations (Table 2) / the BA (International Honours) Joint Degree Programme: Policy and Regulations 3, which define the minimum number of credits to have been gained at various points in your studies. Your studies have therefore now been placed under probation.

Many students who are placed on probation go on to complete their degrees successfully. This letter explains what probation means for your studies and sets out how you should proceed to resolve this situation.

What does probation mean for your studies?

You can only continue with your studies if you take and pass [full-time and not BA (international Honours)] 80 credits over your next two semesters either at first assessment or at re-assessment / [BA (international Honours)] 60 credits per semester for your next two semesters either at first assessment or at re-assessment / [part-time] 40 credits over your next two semesters either at first assessment or at re-assessment. Note that depending on your situation it may be appropriate to take further credits.

How should you proceed to resolve this intervention?

To help us to understand the challenges which may have affected engagement with your studies and allow us to offer support for your progression **it is essential that you contact us via email** to outline the factors that have been impacting your performance, by 5pm on [date inserted]. If you believe that there is medical evidence which would explain your performance, of which the University *is not* already aware, please ask your doctor or specialist most acquainted with your condition to provide a report including any relevant information. Please email this information to us at registry-ug@st-andrews.ac.uk.

If you will find it difficult to respond to this letter before the deadline stated above because of a registered disability or learning difficulty, you should inform us of this, if possible before the deadline elapses. Additional time to respond may be granted in cases where this is necessary. If you require any of the documentation in an alternative format, please also contact us.

Furthermore, it may be helpful for you to

1. have support for any mental health or wellbeing issue: please complete and return the questionnaire that will be sent to you by Student Services and engage fully with any support offered by Student Services
2. have support for how you study: please contact CEED to make an appointment early in the semester

As part of your probation, you will attend a meeting with me to discuss your situation early in the Semester. You will receive your appointment details via email. It is essential, as a condition of your probation, that you attend this meeting. The academic intervention process is designed to enable us to understand any difficulties that you are facing and offer you support, and meeting with me is a vital part of this. During our meeting, we will discuss your academic options so that you understand what you need to do to get back on track to complete your degree successfully.

If you have any queries about this, feel free to contact your Adviser of Studies, or me directly at [Associate Dean (Students) email address].

Yours sincerely,

[Associate Dean (Students) / Pro Dean Medicine]

cc: Adviser(s) of Studies or Personal tutor