This letter applies to the termination of registration process for students registered on Taught Programmes (UG or PGT)

Our Ref: SRN

PRIVATE AND CONFIDENTIAL

Title, Initial, Surname
Address

Also by e mail to College email and any personal email

Date, Month, Year

Dear Title, Surname

Second (Final) Academic Formal Warning

It has been brought to my attention that <insert reason for dissatisfaction and list the course unit(s) for which academic performance has been unsatisfactory, as appropriate>. As you have failed to meet the conditions of your first formal warning dated <insert date> OR Although you initially met the conditions of your first formal warning dated <insert date>, you have not sustained this improvement, the Department/ School has no alternative but to issue you with a further formal warning.

I am therefore writing to issue you with a second (final) formal warning in respect of your registration on the <insert programme e.g. BA English and Drama>. The formal warning procedure, which could lead to the discontinuation of your registration 'at the College,' is set out in Section 24 of the College’s Undergraduate Regulations 2019/20/ Section 17 of the College’s Postgraduate Taught Regulations 2019/20: https://intranet.royalholloway.ac.uk/students/study/our-college-regulations/attendance-and-academic-regulations.aspx (delete as appropriate).

Guidance for students on the Formal Warning Procedure can be found at:
https://intranet.royalholloway.ac.uk/students/study/attendance/formal-warnings/formal-warnings.aspx

I expect you to show an immediate and sustained improvement over the next three/ four weeks (delete as appropriate - three weeks in the case where of course units taught over only one term, otherwise four weeks for those taught over two terms or for a programme as a whole) by:

i. attending all classes (lectures, seminars, tutorials, laboratory sessions);
ii. submitting all required coursework by the deadlines set;
iii. attending all required formative and summative assessments.
iv. or insert any other requirements.

If you do not meet any of these conditions over the next three/four weeks (delete as appropriate - three weeks in the case where of course units taught over only one term, otherwise four weeks for those taught over two terms or for a programme as a whole) that is, by <insert date> or if you meet these conditions and then fail to sustain this improvement during this academic year or in subsequent years of study, I will have no alternative but to request the discontinuation of your registration at the College.

If you wish to discuss this matter, please contact me by <date: a week from the date of the letter>. You may be accompanied by another student or member of staff of the College. If there are circumstances affecting your performance which you wish to bring to the attention of the College, you must submit supporting documentary evidence to the School Office/Student Administration by <date: a week from the

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1 The term 'discontinuation of your registration' is what the Academic Regulations refer to as 'termination of registration'. This is the last stage of the formal warning process when a student has consistently failed to satisfy the academic requirements, standard & completion of work or attendance requirements.
You will jeopardise your case if you do not submit documentary evidence at this stage. Requests for special consideration will not be considered retrospectively and the private or confidential nature of circumstances will not later be accepted as grounds for appeal.

We recognise that there can be personal circumstances which may have impacted on your engagement with your studies and the College is committed to providing you with personal and emotional support and advice with matters related to your personal wellbeing. We encourage you to contact Student Advisory & Wellbeing for guidance. Student Wellbeing is available during the week from 9am – 5pm and can be contacted by email (wellbeing@royalholloway.ac.uk). In addition our webpages (see link below) provide details of support that can be called upon in an emergency or outside of working hours. Our support teams will offer advice, emotional support and guidance but cannot change or influence any academic outcomes or decisions.

If you wish to seek academic advice outside the Department/ School, you might consider contacting the Students’ Union Advice Centre, or viewing the online guidance for students at: https://intranet.royalholloway.ac.uk/students/study/attendance/formal-warnings/formal-warnings.aspx

This warning will remain active for the duration of your current programme of study with the College, unless set aside formally in accordance with Section 24 (4) of the Undergraduate Regulations / Section 17 (4) of the Postgraduate Taught Regulations (delete as appropriate)

If you have a Tier-4 Student Visa sponsored by Royal Holloway, it is a requirement of your Visa to attend classes and complete assessments, as well as a requirement of the College's academic regulations. Failure to attend classes or complete assessments in line with UK Visa and Immigration (UKVI) requirements could result in your sponsorship being withdrawn, your Visa being cancelled and your registration with the College being discontinued. The discontinuation of registration due to a breach in Visa requirements is conducted independently of the College's formal warning process as outlined in this letter and the decision is not open to appeal.

Yours sincerely

Name
Student Administration on behalf of the Head of School (or an authorised deputy)

cc: Personal Tutor
School Manager(s) (in the case of joint supervision)
Student Administration Student-Administration@rhul.ac.uk
Student Advisory and Wellbeing wellbeing@royalholloway.ac.uk
Student File

Support available
Student Advisory & Wellbeing
Wellbeing support: wellbeing@royalholloway.ac.uk
Visa advice: internationaladvice@royalholloway.ac.uk
https://intranet.royalholloway.ac.uk/students/help-support/help-and-support.aspx

Out of hours or emergency support & advice

Students’ Union Advice Centre