



University of  
St Andrews

## Academic alerts

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| <b>Key terms</b>                  | Academic policies/Student progression/Academic alerts                                                                                                                   |
| <b>Purpose</b>                    | This policy concerns all matters relating to Academic Alerts including types and status, attendance monitoring and procedures for issuing and managing academic alerts. |

| <b>Version number</b> | <b>Purpose / changes</b>                                 | <b>Document status</b> | <b>Author of changes, role and school / unit</b>          | <b>Date</b> |
|-----------------------|----------------------------------------------------------|------------------------|-----------------------------------------------------------|-------------|
| 1.2                   | Changes to appendix 1 following Senate approval March 24 | Updated                | Administrative Officer (Education and Student Experience) | 25 April 24 |

# UNIVERSITY OF ST ANDREWS

## POLICY ON ACADEMIC ALERTS

### 1. Principles

- 1.1. The Academic Alerts system provides a mechanism for alerting all students to deficiencies in their studies, and also directs them to sources of possible help and support where appropriate.
- 1.2. In addition, the Academic Alerts system gives Schools/Departments a way of warning students (undergraduate and taught postgraduate) of the penalties for non-attendance, or non-completion of compulsory learning elements, and warns them of the consequences at an early stage.

### 2. Types and Status of Academic Alerts

#### 2.1. Types of Academic Alert

Academic Alerts can be issued for a number of reasons when highlighting issues with the progress of a student's studies. The six types of Alert used are outlined below:

- **CHECKPOINT:** Issued when a student misses a *required point of contact that does not lead to a module level academic sanction if left unresolved*. For students with student visas this could ultimately lead to withdrawal of visa sponsorship. It encourages students to contact the School/Department concerned in regard to why they may have missed this "checkpoint" and also directs students to areas of support if missing this point of contact may be linked to any underlying problems or concerns.
- **ENGAGEMENT:** Issued for lack of academic engagement or poor performance and outlines the potential consequences of this. Typical examples include: a student regularly misses non-compulsory teaching sessions; a student's grades for coursework are repeatedly below the expected level; a student fails to submit work for non-compulsory formative assessment; a student fails to prepare for a class or fully participate in that class.
- **ABSENCE:** Issued when a student does not fulfil compulsory elements of attendance and is at risk of contravening the School/Department's absence policy and outlines the potential consequences of this. ABSENCE Alerts differ to CHECKPOINT alerts, as they are issued for missing a required point

of contact that *could ultimately lead to an academic sanction if left unresolved*. ABSENCE alerts should not be issued for students on online programmes.

- **ASSESSMENT (Late submission):** Issued when a student submits a piece of summative (assessed) work late and makes students aware of late penalties they will be incurring and the consequences if they fail to submit the work at all.
- **ASSESSMENT (Failure to complete assessment):** Issued when a student fails to attend a compulsory assessment such as a class test or oral presentation without the required notifications of non-attendance being sent to the relevant School/Department and outlines the consequences of this. If a student fails to act on this Alert or does not provide good reasons as to why they failed to complete the assessment, then an Academic Alert FINAL will be issued.
- **FINAL:** Issued to inform a student that they have missed, or failed to submit work for, too many compulsory elements of a module and as such, they will receive a grade of 0X for the module. This type of Alert will only be issued after a student has received and not acted upon an Academic Alert ABSENCE, Academic Alert ASSESSMENT (Late submission), or Academic Alert ASSESSMENT (Failure to complete assessment). An Academic Alert FINAL cannot be changed to a 'Resolved' status. There may however be a route of appeal for the student as outlined in the text of the alert, and an Alert FINAL can be revoked when appropriate.

## 2.2. Status of Academic Alerts

A newly issued Alert is flagged as status 'In Progress'. Depending on the subsequent actions of the student, the status will change to 'Unresolved' or 'Resolved', which are outlined below:

- **Unresolved:** After a period of four calendar days has elapsed with no satisfactory response from the student, the status of the Alert will change to 'Unresolved.' Appropriate follow-up actions will be taken in response to 'Unresolved' Alerts.
- **Resolved:** The appropriate action has been taken by the student and the Alert can now be marked as 'Resolved.' If the student's performance does not improve following a 'Resolved' Alert, they can be issued with a further Alert however. An Academic Alert FINAL cannot be changed to 'Resolved' but may be revoked when appropriate.

## 3. Attendance Monitoring and Academic Alerts

- 3.1. Academic Alerts are of central importance to the institution's attendance monitoring process for both pastoral and UKVI compliance purposes. The Academic Alerts system supports Schools/Departments in highlighting to students their responsibilities with regards to attendance and academic engagement when they are in danger of failing to meet these requirements and outlines the potential consequences to the progression of their studies.
- 3.2. Schools/Departments may exercise some flexibility in implementing attendance monitoring and the use of Academic Alerts as part of this process, so long as the chosen scheme fulfils the requirement of ensuring that academic engagement by every student is checked through participation in activities related to their academic programme.
- 3.3. Attendance monitoring models need to include the following considerations:
  - the number and type of modules for which monitoring is carried out;
  - the number of compulsory attendance elements within a module;
  - whether each such element is individually compulsory, or instead attendance at a certain proportion of the elements is compulsory;
  - the mechanism for recording attendance;
  - the penalty (if any) for failing to comply with a compulsory element.
- 3.4. All sub-honours modules must include attendance monitoring such that there are at least two occasions in each semester, in separate weeks, in which a non-engaging student would receive a CHECKPOINT, ENGAGEMENT or ABSENCE Alert. The most appropriate alert type will depend on the attendance monitoring model developed by the School/Department.
- 3.5. At 3000 level and above, each School/Department must carry out monitoring such that it can be demonstrated that every Honours and PGT student in the School/Department is subject to monitoring. The minimum level of monitoring is defined as there being at least four occasions in each semester<sup>1</sup>, in separate weeks, in which a non-attending student would receive a CHECKPOINT or ABSENCE Alert depending on which alert will be most appropriate given the attendance monitoring model developed by the School/Department.

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<sup>1</sup> And also the summer dissertation period, for PGT students who have not been granted permission to study outwith St Andrews.

- 3.6. If a School/Department chooses not to carry out monitoring in all modules at 3000 level and above, it must check, in each semester, for any General Degree or non-graduating students taking any of its modules at 3000 level and above and ensure that all such students are included in monitoring as above.
- 3.7. A School/Department may specify that attendance at a certain proportion of relevant events or classes is compulsory, without any single event being compulsory, so long as conditions 3.4. and 3.5. of this policy are met.

#### **4. Procedure for Issuing and Managing Academic Alerts**

- 4.1. When cases of significant poor performance, non-completion or non-attendance at compulsory module elements are identified, a Module Coordinator or other appropriate staff member (e.g., Sub-Honours Coordinator) will issue a student with an Academic Alert, specifying the problem area using a pro-forma operated through the Module Management System (MMS).
- 4.2. An Alert will not appear on any externally visible records (e.g., transcripts). Records will however be kept internally on MMS as part of the Academic Alerts process and for internal monitoring purposes. There is therefore no need for it to be withdrawn later if circumstances change or acceptable reasons are given for the problem that has arisen. The Alert will describe the situation, the action required from the student, the support available where appropriate, and the consequences of not taking any action. Academic staff can, if required, issue Academic Alerts more than once to a student in a given module.
- 4.3. Academic Alerts must be issued separately for each concern that arises. One Alert should not combine several absences or several issues such as lack of engagement, absence, or assessment. As such, a separate Alert should be issued for every absence, and separate Alerts should be issued for students with several issues in a given situation, (e.g., a student who is absent as well as failing to hand in assessment would be issued an ABSENCE Alert, as well as a relevant ASSESSMENT Alert). Academic Alerts should not be issued after the end of the revision period.
- 4.4. Whilst Alerts can be issued by staff in MMS when required both within and outwith standard office hours, students will only receive these Alerts during standard office hours (eg 9am-5pm, Mon-Fri) so that they can seek immediate support from either their School/Department or Student Services at the time the Alert is issued. MMS will therefore delay the release of an Alert when issued by staff at certain times:

- An Alert issued between 16:00 and 08:00 in the evening before, or on the morning of a weekday, will be delayed for delivery until 08:00 on that day.
  - An Alert issued between 13:00 on a Friday and 08:00 on the following Monday will be delayed for delivery until 08:00 on that Monday.
- 4.5. Once an Alert has been issued, it will be flagged as 'In Progress'. The onus is then on the student to take the action that is required of them to avoid the specified consequences, which are explicit in the Academic Alert issued. The student has four calendar days to respond to the Academic Alert once it has been issued. When an Academic Alert has been issued and the required action has been taken by the student, then no further action by the student is necessary.
- 4.6. When an Academic Alert has been issued and a student has responded to it to the satisfaction of the staff member who issued the Alert, then its status can be changed to 'Resolved'. The status can only be changed to 'Resolved' if the student has responded to the Alert, and if following their response subsequent performance does not improve, another Alert may be issued, and further guidance suggested and/or actions required.
- 4.7. When an Academic Alert has been issued and four calendar days have passed with no response from the student, then the Alert will automatically change to 'Unresolved.' Student Services will monitor all 'Unresolved' Academic Alerts for pastoral purposes, and Registry will monitor all 'Unresolved' Academic Alerts for cohort trend monitoring, as well as for all Tier 4 students for the purposes of UKVI compliance.
- 4.8. Schools/Departments will always check whether any relevant self-certificates have been submitted before issuing an Alert. Completion of a self-certificate of absence does not exempt a student from fulfilling compulsory elements of a module. A student missing a compulsory element of a module can therefore lead to an Academic Alert being issued regardless of whether the absence has been self-certified or not. An Academic Alert would not normally be issued if a student has self-certificated for a compulsory element and subsequently contacted the School/Department<sup>2</sup> to determine what action is required of them in relation to the missed compulsory element.
- 4.9. If an Academic Alert of the ABSENCE and/or ASSESSMENT type has been issued, and the required action has not been taken, then an Academic Alert FINAL may be issued without further warning, and the student is thereby told they will automatically receive a grade of 0X at the module boards. An Academic Alert FINAL should only be issued after a preceding Academic Alert ABSENCE and/or ASSESSMENT has been

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<sup>2</sup> In person, if the situation is such that an Academic Alert ABSENCE would otherwise be issued.

issued and should only be given to students who are in a situation where they cannot meet the compulsory elements of the module.

- 4.10. Where an Academic Alert FINAL is issued, the student may then cease to attend the module entirely, though they are not forced to do so. If such a student believes they have good reasons for not acting upon an earlier issued Academic Alert, their explanation can be presented to the appropriate staff member identified on the Academic Alert FINAL, within the specified time limit, and may be accepted (and the impending penalty rescinded). If not accepted, students who still believe they have a reasonable justification may take their case to the Director of Teaching, who will consider all available evidence before making a decision. Students have a right of appeal against this decision, on specified grounds, as outlined in the [University's Policy on Student Academic Appeals](#).
- 4.11. Students who appeal the decision to send an Academic Alert FINAL must continue to submit work by the published deadlines and attended class tests and examinations. Schools/Departments do not need to mark any work or examination papers submitted by a student after the issuing of an Academic Alert FINAL, but they should retain all such work on file in case of a subsequent successful appeal.

### Academic Alerts Table for Undergraduates and Taught Postgraduates

(This table summarises the categories for the Undergraduate and Taught Postgraduate Academic Alerts)

| Name                                                                                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Steps you need to take                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Potential consequences of continuing to miss classes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Follow-up           |
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| <b>Academic Alert: CHECKPOINT</b>                                                      | <p>We have noticed that you have missed an academic checkpoint for this module. An academic checkpoint is a required point of contact for academic engagement. We understand that this can often coincide with a wellbeing concern. <a href="#">Student Services</a> and <a href="#">Registry</a> may get in touch to offer additional support. This email explains the steps you need to take. The details are [free text box for staff]</p> <p>If you are experiencing health or other difficulties, the University can provide you with advice and/or adjustments.</p> | <ul style="list-style-type: none"> <li>• Contact the &lt;Module Co-ordinator/Director of Teaching/Other member of staff&gt; within 4 calendar days of receiving this Alert to reassure them of your presence and engagement with your studies. You can do this by email.</li> <li>• Let us know if you have already contacted a member of staff within the School or Student Services with information related to this Alert. [If you are issuing this alert as an admin colleague, please use the following instead: Let your Director of Teaching or Module coordinator know if you have already contacted a member of staff within the School or Student Services with information related to this Alert.]</li> </ul> <p>The status of the alert will then be changed to 'Resolved'. While it is not required, you are encouraged to seek support from staff. If you would like to arrange a meeting with Student Services, please book an <a href="#">appointment</a>.</p> | <ul style="list-style-type: none"> <li>• You may not perform as you wish in assessments in this module. This may have consequences for your progression to subsequent years or may affect your degree outcome.</li> <li>• Absence from the University for more than two consecutive weeks, more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days contravenes <a href="#">University Senate regulations</a> and you may be required to take a <a href="#">Leave of Absence</a>. For more information, please read the University's handbook entry on <a href="#">student absence</a>.</li> </ul> <p><b>No academic alerts are shown on your transcript.</b> They are used by Student Services and Associate Deans/Provost Students for pastoral purposes, and by Registry (for students studying on Student visas) to ensure compliance with <a href="#">UKVI requirements</a>. For more information, please read the <a href="#">Student Guidance to the Policy on Academic Alerts</a>.</p> | Onus on the student |
| <p><i>Extra consequences text for student visa holders in the above situation.</i></p> | <p><i>Student visa holders are required to demonstrate successful engagement and progression throughout their studies. As a Student visa holder, it is essential that you fully engage with your studies to meet the conditions of your visa by submitting assignments and attending all teaching and examination activities. If you are unable to attend scheduled assessments or teaching, or you miss a coursework submission you must notify the university of the reasons for your absence by <a href="#">submitting a self-certificate</a>.</i></p>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | +Registry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |



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|                                          | <p>The University is required, as the Sponsor of your visa, to monitor your engagement in order to keep sponsoring your visa. If you appear to be disengaged without explanation, the Registry Student Immigration Compliance Team will contact you to understand the reasons for this. If concerns persist, there is a risk that the University may determine you are in breach of the visa conditions related to engagement. This may result in a decision by the University to withdraw visa sponsorship, which would require you to leave the UK and may result in a termination of your university studies, so it is important that you act on this alert to prevent this from happening. You can contact the International Advice Team (<a href="mailto:advint@st-andrews.ac.uk">advint@st-andrews.ac.uk</a>) for further information.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| <p><b>Academic Alert: ENGAGEMENT</b></p> | <p>We are concerned about your recent academic engagement and/or performance in this module. We understand that this can often coincide with a wellbeing concern, so please let us know if you need or are currently receiving support. <a href="#">Student Services</a> and <a href="#">Registry</a> may get in touch to offer additional support. This email explains the steps you need to take. The details are [free text box for staff] If you are experiencing health or other difficulties, the University can provide you with advice and/or adjustments.</p>                                                                                                                                                                                                                                                                           | <p><b>Steps you need to take:</b></p> <ul style="list-style-type: none"> <li>• Contact the &lt;Module Co-ordinator/Director of Teaching/Other member of staff&gt; within 4 calendar days of receiving this Alert to discuss your academic studies. You can do this via email.</li> <li>• Let us know if you have already contacted a member of staff within the School or Student Services with information related to this Alert. [If you are issuing this alert as an admin colleague, please use the following instead: <i>Let your Director of Teaching or Module coordinator know if you have already contacted a member of staff within the School or Student Services with information related to this Alert.</i>]</li> </ul> <p>The status of the alert will then be changed to 'Resolved'. While it is not required, you are encouraged to seek support from staff. If you would like to arrange a meeting with Student Services, please book an <a href="#">appointment</a>.</p> | <p><b>Potential consequences of not taking action:</b></p> <ul style="list-style-type: none"> <li>• You may not perform as you wish in assessments in this module. This may have consequences for your progression to subsequent years or may affect your degree outcome.</li> <li>• Absence from the University for more than two consecutive weeks, more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days contravenes <a href="#">University Senate regulations</a> and you may be required to take a <a href="#">Leave of Absence</a>. For more information, please read the University's handbook entry on <a href="#">student absence</a>.</li> </ul> <p><b>No academic alerts are shown on your transcript.</b> They are used by Student Services and Associate Deans/Provost Students for pastoral purposes, and by Registry (for students studying on Student visas) to ensure compliance with <a href="#">UKVI requirements</a>. For more information, please read the <a href="#">Student Guidance to the Policy on Academic Alerts</a>.</p> | <p>Onus on the student</p> |

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| <p>Extra consequences text for student visa holders in the above situation.</p> | <p>Student visa holders are required to demonstrate successful engagement and progression throughout their studies. As a Student visa holder, it is essential that you fully engage with your studies to meet the conditions of your visa by submitting assignments and attending all teaching and examination activities. If you are unable to attend scheduled assessments or teaching, or you miss a coursework submission you must notify the university of the reasons for your absence by <u>submitting a self-certificate</u>. The University is required, as the Sponsor of your visa, to monitor your engagement in order to keep sponsoring your visa. If you appear to be disengaged without explanation, the Registry Student Immigration Compliance Team will contact you to understand the reasons for this. If concerns persist, there is a risk that the University may determine you are in breach of the visa conditions related to engagement. This may result in a decision by the University to withdraw visa sponsorship, which would require you to leave the UK and may result in a termination of your university studies, so it is important that you act on this alert to prevent this from happening. You can contact the International Advice Team (<a href="mailto:advint@st-andrews.ac.uk">advint@st-andrews.ac.uk</a>) for further information.</p> | <p>+Registry</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                            |
| <p><b>Academic Alert: ABSENCE</b></p>                                           | <p>We are concerned that you have missed compulsory class(es) for this module and may contravene the University's absence policy. We understand this can often coincide with a wellbeing concern, so please let us know if you need or are currently receiving support. <a href="#">Student Services</a> and <a href="#">Registry</a> may get in touch to offer additional support. This email explains the steps you need to take. The details are [free text box for staff] If you are experiencing health or other difficulties, the University can provide you with advice and/or adjustments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Steps you need to take:</b></p> <ul style="list-style-type: none"> <li>• Contact the &lt;Module Co-ordinator/Director of Teaching/Other member of staff&gt; within 4 calendar days of receiving this Alert to discuss your academic studies. You can do this via email.</li> <li>• Let us know if you have already contacted a member of staff within the School or Student Services with information related to this Alert. [If you are issuing this alert as an admin colleague, please use the following instead: <i>Let your Director of Teaching or Module coordinator know if you have already contacted a member of staff within the School or Student Services with information related to this Alert.</i>]</li> </ul> <p>The status of the alert will then be changed to 'Resolved'. This may not offset any attendance requirements. While it is not required, you are encouraged to seek support from staff. If you would like to arrange a meeting with Student Services, please book an <a href="#">appointment</a>.</p> | <p><b>Potential consequences of not taking action:</b></p> <ul style="list-style-type: none"> <li>• Absence from the University for more than two consecutive weeks, more than 10 consecutive teaching days, or a total of 15 non-consecutive teaching days contravenes <a href="#">University Senate regulations</a> and you may be required to take a <a href="#">Leave of Absence</a>. For more information, please read the University's handbook entry on <a href="#">student absence</a>.</li> <li>• You may be awarded a grade of 0X by the Module Board with no right to reassessment if you do not complete enough of the module to be awarded credit. See the School and/or Module Handbooks for further information.</li> </ul> <p>These consequences may follow without further notification, so it is important that you contact us now, for example by replying to this email.</p> <p><b>No academic alerts are shown on your transcript.</b> They are used by Student Services and Associate Deans/Provost Students for pastoral purposes, and by Registry (for students studying on</p> | <p>Onus on the student</p> |

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| <i>Extra consequences text for student visa holders in the above situation.</i> |                                                                                                                                                                                                                                                                                                                                                                                                   | <i>Student visa holders are required to demonstrate successful engagement and progression throughout their studies. As a Student visa holder, it is essential that you fully engage with your studies to meet the conditions of your visa by submitting assignments and attending all teaching and examination activities. If you are unable to attend scheduled assessments or teaching, or you miss a coursework submission you must notify the university of the reasons for your absence by <u>submitting a self-certificate</u>. The University is required, as the Sponsor of your visa, to monitor your engagement in order to keep sponsoring your visa. If you appear to be disengaged without explanation, the Registry Student Immigration Compliance Team will contact you to understand the reasons for this. If concerns persist, there is a risk that the University may determine you are in breach of the visa conditions related to engagement. This may result in a decision by the University to withdraw visa sponsorship, which would require you to leave the UK and may result in a termination of your university studies, so it is important that you act on this alert to prevent this from happening. You can contact the International Advice Team (<a href="mailto:advint@st-andrews.ac.uk">advint@st-andrews.ac.uk</a>) for further information.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | +Registry           |
| <b>Academic Alert: ASSESSMENT (Late Submission)</b>                             | We are concerned that you have not completed one (or more) assessments on time for this module. We understand this can often coincide with a wellbeing concern, so please let us know if you need or are currently receiving support. <a href="#">Student Services</a> and <a href="#">Registry</a> may get in touch to offer additional support. This email explains the steps you need to take. | <b>Steps you need to take:</b> <ul style="list-style-type: none"> <li>• Be aware that mark penalties are applied for late submissions: you can minimise the lateness penalties by submitting the work as soon as possible. If you believe you have grounds for requesting a retrospective extension, please contact us as soon as possible.</li> <li>• Contact the &lt;Module Co-ordinator/Director of Teaching/Other member of staff&gt; within 4 calendar days of receiving this Alert to confirm that you will submit the outstanding assignment(s), or to discuss the possibility of alternative arrangements. You can do this via email.</li> <li>• Let us know if you have already contacted a member of staff within the School or Student Services with information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Consequences of not taking action:</b> <ul style="list-style-type: none"> <li>• Your marks may be reduced for late submission.</li> <li>• On some modules, you may receive a grade of 0X for the module with no right to reassessment if you do not submit work and/or do not complete enough of the assessment for the module. See the School and Module Handbooks for further information.</li> </ul> <b>No academic alerts are shown on your transcript.</b> They are used by Student | Onus on the student |

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|                                                                           | <p>The details are [free text box for staff]</p> <p>If you are experiencing health or other difficulties, the University can provide you with advice and/or adjustments.</p>                                                                                                                                                                                                                     | <p>related to this Alert. [If you are issuing this alert as an admin colleague, please use the following instead: <i>Let your Director of Teaching or Module coordinator know if you have already contacted a member of staff within the School or Student Services with information related to this Alert.</i>]</p> <p>The status of the alert will then be changed to 'Resolved'. This may not offset the lateness penalties.</p> <p>While it is not required, you are encouraged to seek support from staff. If you would like to arrange a meeting with Student Services, please book an <a href="#">appointment</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Services and Associate Deans/Provost Students for pastoral purposes, and by Registry (for students studying on Student visas) to ensure compliance with <a href="#">UKVI requirements</a>. For more information, please read the <a href="#">Student Guidance to the Policy on Academic Alerts</a>.</p>                                                                                                                                                                                                               |                     |
|                                                                           | <p><i>Extra consequences text for student visa holders in the above situation.</i></p>                                                                                                                                                                                                                                                                                                           | <p><i>Student visa holders are required to demonstrate successful engagement and progression throughout their studies. As a Student visa holder, it is essential that you fully engage with your studies to meet the conditions of your visa by submitting assignments and attending all teaching and examination activities. If you are unable to attend scheduled assessments or teaching, or you miss a coursework submission you must notify the university of the reasons for your absence by <a href="#">submitting a self-certificate</a>.</i></p> <p><i>The University is required, as the Sponsor of your visa, to monitor your engagement in order to keep sponsoring your visa. If you appear to be disengaged without explanation, the Registry Student Immigration Compliance Team will contact you to understand the reasons for this. If concerns persist, there is a risk that the University may determine you are in breach of the visa conditions related to engagement. This may result in a decision by the University to withdraw visa sponsorship, which would require you to leave the UK and may result in a termination of your university studies, so it is important that you act on this alert to prevent this from happening. You can contact the International Advice Team (<a href="mailto:advint@st-andrews.ac.uk">advint@st-andrews.ac.uk</a>) for further information.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | +Registry           |
| <p><b>Academic Alert: ASSESSMENT (Failure to complete assessment)</b></p> | <p>We are concerned that you have not completed one (or more) assessments for this module. We understand this can often coincide with a wellbeing concern, so please let us know if you need or are currently receiving support. <a href="#">Student Services</a> and <a href="#">Registry</a> may get in touch to offer additional support. This email explains the steps you need to take.</p> | <p><b>Steps you need to take:</b></p> <ul style="list-style-type: none"> <li>• Contact the &lt;Module Co-ordinator/Director of Teaching/Other member of staff&gt; within 4 calendar days of receiving this Alert to discuss your situation. If you believe you have grounds for requesting a retrospective extension, please contact us as soon as possible. You can do this via email.</li> <li>• Let us know if you have already contacted a member of staff within the School or Student Services with information related to this Alert. [If you are issuing this alert as an admin colleague, please use the following instead: <i>Let your Director of Teaching or Module coordinator know if you</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>Consequences of not taking action:</b></p> <ul style="list-style-type: none"> <li>• You may receive a grade of 0X for the module, with no right to reassessment, if you do not complete enough of the assessment for the module. See the School and/or Module Handbooks for further information.</li> </ul> <p>These consequences may follow without further notification, so it is important that you contact us now.</p> <p><b>No academic alerts are shown on your transcript.</b> They are used by Student</p> | Onus on the student |

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|                                                                                        | <p>The details are [free text box for staff]</p> <p>If you are experiencing health or other difficulties, the University can provide you with advice and/or adjustments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><i>have already contacted a member of staff within the School or Student Services with information related to this Alert.</i></p> <p>The status of the alert will then be changed to 'Resolved'. This may not offset the lateness penalties.</p> <p>While it is not required, you are encouraged to seek support from staff. If you would like to arrange a meeting with Student Services, please book an <a href="#">appointment</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Services and Associate Deans/Provost Students for pastoral purposes, and by Registry (for students studying on Student visas) to ensure compliance with <a href="#">UKVI requirements</a>. For more information, please read the <a href="#">Student Guidance to the Policy on Academic Alerts</a>.</p>                                                                                                                                                                                                                                                                                                                                            |                            |
| <p><i>Extra consequences text for student visa holders in the above situation.</i></p> | <p><i>Student visa holders are required to demonstrate successful engagement and progression throughout their studies. As a Student visa holder, it is essential that you fully engage with your studies to meet the conditions of your visa by submitting assignments and attending all teaching and examination activities. If you are unable to attend scheduled assessments or teaching, or you miss a coursework submission you must notify the university of the reasons for your absence by <a href="#">submitting a self-certificate</a>.</i></p> <p><i>The University is required, as the Sponsor of your visa, to monitor your engagement in order to keep sponsoring your visa. If you appear to be disengaged without explanation, the Registry Student Immigration Compliance Team will contact you to understand the reasons for this. If concerns persist, there is a risk that the University may determine you are in breach of the visa conditions related to engagement. This may result in a decision by the University to withdraw visa sponsorship, which would require you to leave the UK and may result in a termination of your university studies, so it is important that you act on this alert to prevent this from happening. You can contact the International Advice Team (<a href="mailto:advint@st-andrews.ac.uk">advint@st-andrews.ac.uk</a>) for further information.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>+Registry</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <p><b>Academic Alert: FINAL</b></p>                                                    | <p>We are concerned that you have now missed too many compulsory module elements to pass the module. We understand this can often coincide with a wellbeing concern, so please let us know if you need or are currently receiving support. <a href="#">Student Services</a> and <a href="#">Registry</a> may get in touch to offer additional support. This email explains the steps you need to take.</p> <p>The details are [free text box for staff – must include</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Steps you need to take:</b></p> <ul style="list-style-type: none"> <li>• Contact the Director of Teaching within 4 calendar days if you believe you have good reasons for your absence(s), and/or missed assessment(s). You can do this by email.</li> <li>• Let us know if you have already contacted a member of staff within the School or Student Services with information related to this Alert. [If you are issuing this alert as an admin colleague, please use the following instead: <i>Let your Director of Teaching know if you have already contacted a member of staff within the School or Student Services with information related to this Alert.</i>]</li> </ul> <p>You may be able to make an academic appeal against the OX outcome. If you wish to do this, please contact the Director of Teaching. For more information read the Policy on <a href="#">Academic Appeals</a>.</p> | <ul style="list-style-type: none"> <li>• If you do not plan to appeal and wish to discuss your academic options, please also contact your Adviser of Studies.</li> </ul> <p>While it is not required, you are encouraged to seek support from staff. If you would like to arrange a meeting with Student Services, please book an <a href="#">appointment</a>.</p> <p><b>No academic alerts are shown on your transcript.</b> They are used by Student Services and Associate Deans/Provost Students for pastoral purposes, and by Registry (for students studying on Student visas) to ensure compliance with <a href="#">UKVI requirements</a>.</p> | <p>Onus on the student</p> |

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|                                                                                        | <p>module code and detail of compulsory elements missed]</p> <p>If you are experiencing health or other difficulties, the University can provide you with advice and/or adjustments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                  | <p>For more information, please read the <a href="#">Student Guidance to the Policy on Academic Alerts</a>.</p> |  |
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| <b>Version number</b> | <b>Purpose / changes</b>                                                      | <b>Document status</b> | <b>Author of changes, role and school / unit</b>                                   | <b>Date</b>  |
|-----------------------|-------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------|--------------|
| 1.2                   | Changes to appendix 1 following Senate approval March 24                      | Updated                | Administrative Officer (Education and Student Experience)                          | 25 April 24  |
| 1.1                   | Clarifications to terminology and to policy for students in online programmes | Updated                | Academic Policy Officer (Digital & Student Experience), Education Policy & Quality | 26 July 2023 |
| 01                    | Revisions to policy                                                           | Updated                | -                                                                                  | 2018/19      |