

Examples of Missed Monitoring Points emails

Missed Monitoring Points	Email template from Compliance Team (Student Immigration) to Departments
2AND3MMP	<p>Dear colleague,</p> <p>Re: Student ID Number:</p> <p>This email does not require a response.</p> <p>It is to inform you that the above named student has missed 3 monitoring points (or 2 monitoring points if they are a research student), and they are a Student Visa holder.</p> <p>This means you are now required to take early intervention steps, as detailed in the Good Practice Guide on Monitoring Student Engagement and Progress, Appendix B. https://warwick.ac.uk/study/international/immigration/immigration_compliance/pbs/tier4responsibilities/recordkeeping/attendance/</p> <p>- ACTION REQUIRED:</p> <p>1, You should check Tabula/ MyWBS to ascertain whether the missed monitoring points are consecutive, and whether there are alternative evidence of engagement.</p> <p>For research student, you may wish to contact their Supervisor to find out more.</p> <p>2, If the missed monitoring points are consecutive and there is no alternative evidence of engagement, this means the student has not engaged for a prolonged period. If you haven't already done so, it will be necessary to follow the 'missing student' guide to ascertain their safety: https://warwick.ac.uk/services/wss/staff/information/guidance-missing-students/procedure</p> <p>You may wish to escalate this case within your departmental procedure at this point.</p> <p>An action plan must be put in place and student's engagement monitored over the next 2 monitoring points (or 30 days, whichever is shorter) to avoid continued non-engagement.</p> <p>If you use Tabula for your monitoring, please ensure that you annotate the 3rd monitoring point (or 2nd for research students) with a brief note on whether the student has re-engaged.</p> <p>3, We will not send a further reminder until the non-engagement reaches the next threshold (6 missed monitoring point for UG and PGT, or 3 missed monitoring points for PGR students), at which point withdrawal action will be initiated.</p> <p>If you require any clarification or support, please do get back in touch with us. https://warwick.ac.uk/study/international/immigration/i-am-staff/</p> <p>Best wishes, Compliance Team (Student Immigration)</p>

3MMP - PGR	<p>Dear colleague,</p> <p>Re: Student ID Number:</p> <p>You are receiving this email to inform you that XXXXX has missed 3 or more monitoring points, and they are a Student Visa sponsored student.</p> <p>You now have 10 days in which to evidence the students re-engagement with their studies: The 10 day deadline by which evidence of re-engagement should be submitted is <<'insert the date they must re-engage'>>.</p> <p>Please submit the following Missed Monitoring Points Discussion form to confirm the student's re-engagement or non-engagement with their studies. Please be aware that non-engagement or failure to submit the form by the above deadline, will result in the withdrawal of Student Visa sponsorship and withdrawal of the student from their course of study under Regulation 36.4.</p> <p>FORM FOR COMPLETION: https://warwick.ac.uk/services/academicoffice/studentrecords/srforms/mmpdiscussion/</p> <p>You can find more information about the missed monitoring points process in the good practice guide: Monitoring Student Engagement and Progression - Education Policy and Quality Team (warwick.ac.uk)</p> <p>Thank you for your cooperation. Best wishes, Compliance Team (Student Immigration)</p>
6MMP – UG/PGT	<p>Dear colleague,</p> <p>Re: Student ID Number:</p> <p>You are receiving this email to inform you that XXXXX has missed 6 or more monitoring points, and they are a Student Visa sponsored student.</p> <p>You now have 10 days in which to evidence the students re-engagement with their studies: The 10 day deadline by which evidence of re-engagement should be submitted is <<'insert the date they must re-engage'>>.</p> <p>Please submit the following Missed Monitoring Points Discussion form to confirm the student's re-engagement or non-engagement with their studies. Please be aware that non-engagement or failure to submit the form by the above deadline, will result in the withdrawal of Student Visa sponsorship and withdrawal of the student from their course of study under Regulation 36.4.</p> <p>FORM FOR COMPLETION: https://warwick.ac.uk/services/academicoffice/studentrecords/srforms/mmpdiscussion/</p> <p>You can find more information about the missed monitoring points process in the good practice guide: Monitoring Student Engagement and Progression - Education Policy and Quality Team (warwick.ac.uk)</p> <p>Thank you for your cooperation. Best wishes, Compliance Team (Student Immigration)</p>

Missed Monitoring Points	Email template from Departments to Students
3 or More MMP	<p>This message is generated automatically through Tabula regarding your attendance, based on information input by us (your academic department). Should you have any questions concerning this you should contact us.</p> <p>Dear Student,</p> <p>The University has a responsibility to care for your welfare whilst at Warwick and to ensure engagement and progression with your course. To do this, monitoring points are set by us (your academic department) and are made up of various activities which capture your academic engagement. Monitoring points are published in your course handbook.</p> <p>We have recorded that you have missed a number of these monitoring points and consequently have concerns about your level of absence and your wellbeing.</p> <p>It may be that there is good reason why you have been unable to attend these monitoring points and you may have already been in touch with us about this. If not however, it would be helpful for you to get in touch with us so we can ensure you are well and are receiving any support, if required.</p> <p>If you require a visa to study at Warwick, non-engagement with the course for which you are enrolled may have consequences on the validity of your visa.</p> <p>FOR UG AND PGT STUDENTS ONLY You must get in touch with your department to discuss your situation and agree on a re-engagement plan as soon as possible. Failure to do this may result in your visa sponsorship being withdrawn.</p> <p>FOR PGR STUDENTS: Your case will now be referred to the academic registrar to consider Permanent Withdrawal under Regulation 36.</p> <p>You may find it helpful to refer to the Immigration Service website at: https://warwick.ac.uk/study/international/immigration/current/connect/form/ for information about this.</p> <p>We should also point out to you University Regulation 36 regarding http://go.warwick.ac.uk/calendar/section2/regulationsnewtoc/#attendance, Attendance and Progress, which sets out the expectation that you attend all of your timetabled sessions and other meetings to which you are called and that you submit your assessed work by the deadline specified by your department. It also outlines the possible consequences of non-attendance and engagement.</p> <p>We will continue actively to monitor your attendance (and submission of assessed work) and hope that you are able to meet all requirements, including attendance, of your course going forward.</p> <p>Yours sincerely, Academic department</p>

**6 or More
MMP**

This message is generated automatically through Tabula regarding your attendance, based on information input by us (your academic department). Should you have any questions concerning this you should contact us. (This email is generated by Student Records Management based on data submitted by your department.)

Dear Student,

The University has a responsibility to care for your welfare whilst at Warwick, to ensure engagement and progression with your course. To do this, monitoring points are set up by us (your academic department) and are made up of various activities which capture your academic engagement. Monitoring points are published in your course handbook.

We have recorded that you have missed six or more of these monitoring points and we now have concerns about your level of absence and your wellbeing.

If you have any health problems or other difficulties which may have prevented you from complying with these monitoring points, you should make us (normally your personal tutor) aware of these immediately. You must, in any event, get in touch with your personal tutor to provide an explanation for the poor level of attendance (and/or late submission of work). You may wish to refer to the Student Wellbeing and support webpage, where you can find a range of services to help you through any difficulties you may be experiencing: [Students \(warwick.ac.uk\)](http://Students.warwick.ac.uk).

UG AND PGT students only If you require a visa to study at Warwick, you must get in touch with your department as soon as possible and within 10 university working days from the date of this email, to confirm re-engagement with your studies. If you do not do this, you will be withdrawn from your studies under regulation 36.4.1.(d).

PGR students – your case will be referred to the Academic Registrar to consider Permanent Withdrawal under Regulation 36.

Non-engagement with the course for which you are enrolled may have consequences to the validity of your visa. You may find it helpful to refer to the Immigration Service website at: <https://warwick.ac.uk/study/international/immigration/current/connect/form/> for information about this.

You should be aware of University Regulation 36 regarding <http://go.warwick.ac.uk/calendar/section2/regulationsnewtoc/#attendance> on, Attendance and Progress, which sets out the expectation that you attend all of your timetabled sessions and other meetings to which you are called and that you submit your assessed work by the deadline specified by your department. It also outlines the possible consequences of non-attendance and engagement.

We will continue actively to monitor your attendance (and submission of assessed work) and hope that you are able to meet all requirements, including attendance, of your course going forward. Should you continue to fall short of what is expected, we have the option to recommend to the University that your case be considered by a Continuation of Registration Committee, which has the authority to require your withdrawal, either temporarily or permanently.

Yours sincerely,
Academic department