Progress Concerns Interview Report

This report outlines the discussion that took place when you attended a Progress Concerns interview with a Faculty Officer from the **Faculty of** and a member of the Student Engagement and Progress (SEP) Team, Student Administration Service. It may also detail actions you have been asked to carry out, areas of support that have been recommended to you and information on how to submit any evidence that may be forthcoming.

The box below is completed with details relating to the student being interviewed:

<table>
<thead>
<tr>
<th>Meeting Details:</th>
<th>Date: [Date of PC Interview]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of student:</td>
<td>Registration Number:</td>
</tr>
<tr>
<td>Degree programme:</td>
<td>UG/PG UG Level:</td>
</tr>
<tr>
<td>Faculty Officer:</td>
<td>SEP Team member:</td>
</tr>
</tbody>
</table>

Grounds on which the student is being reported:

**Boxes ticked to reflect grounds for referral indicated in Progress Concerns Report**

- Reg.(a) Failure to attend regularly, or as specified in the relevant regulations, the programme of study for which the student has registered;
- Reg.(b) Failure to perform adequately the work of the programme;
- Reg.(c) Failure to present at the times appointed such written work as may have been required;
- Reg.(d) Failure to pass an examination;
- Reg.(f) Failure to demonstrate a satisfactory level of professional competence which form part of the student’s programme of study (please contact Student Engagement & Progress before).

Does the student consider the content of the report to be accurate?

Student asked at start of meeting: Have you read PCR? Do you consider content to be accurate?

☐ Yes
☐ No

What support have they received and from who?

If it is identified during the meeting that the student has already received support, it is noted here:

☐ Departmental
☐ Disability and Dyslexia Support Service
☐ University Health Service
☐ Central Welfare and Guidance
☐ Other:

Outline of support (if appropriate):
1) Student response and any mitigating circumstances:

Once the Faculty Officer has outlined the purpose of the meeting and described the content of the Progress Concerns Report submitted by the academic department, the student is given the opportunity to provide a response and to discuss the circumstances that have led to the referral under Progress Procedures.

A general discussion follows, the essence of which is captured by a member of the Student Engagement and Progress team in the form of this handwritten report.

2) Student’s future intentions:
During the discussion, any future intentions expressed by the student are recorded here. Examples of this might be intentions relating to their academic studies, health and/or wellbeing, personal plans, etc.

3) Faculty Officer's Advice and Recommendations:

Based on the discussion that has taken place, the Faculty Officer will offer advice and may make recommendations that are recorded here. Examples of this might be that the student is asked to:

- submit an Extenuating Circumstances form (see the tick box and guidance given below);
- consider taking a period of leave of absence;
- improve communications with their Personal Tutor / academic department;
- seek support from another area of Professional Services;
- discuss a particular course of action with their academic department.

☐ Student advised to submit an extenuating circumstances form to his/her academic department [link to SSiD Extenuating Circumstances pages].
Student advised to seek advice/support from:
Boxes below are ticked as appropriate if student advised to seek advice/support from other Professional Services.

- Careers Service [link to Careers Services pages]
- University Health Service [link to SSiD Health Service pages]
- Counselling Service [link to SSiD University Counselling Service pages]
- Academic Skills at 301 [link to 301 pages]
- Disability and Dyslexia Support Service [link to SSiD DDSS pages]
- Student Advice Centre [link to Students’ Union Student Advice Centre pages]
- Student Access to Mental Health Support (SAMHS) [link to SAMHS pages]
- Big White Wall
- Other:

Leaflets provided to student:
Boxes below are ticked to indicate which information leaflets were provided to the student.

- Supporting our Students
- Academic Skills at 301
- Things Not Going Right?
- Big White Wall

Follow up action:
At the meeting conclusion, student is advised of the next actions and asked to confirm their agreement to the Progress Concerns Interview Report being shared with their academic department.

This Faculty Officer Interview Report to be sent to student by email following meeting for a 5 day review period. Following this review period, copy of final report will be uploaded onto student’s University record and copied to their academic department.

- Student confirmed agreement to copy of this report being copied to academic department.

PLEASE NOTE:

Your department will continue to monitor your progress closely. Should they feel it necessary to report you again, they will have the option of escalating matters under the progress concerns procedures and may choose to refer you to the Faculty’s formal Student Review Committee, which has the power to exclude you from further study in the Faculty. The Faculty sincerely hopes that this will not be the case and that you will follow the recommendations in this report and seek any necessary support from your personal tutor and any other appropriate staff in your department as appropriate.

The University of Sheffield has a legal responsibility to monitor the engagement and attendance of its students and may report failure to engage and attend to the relevant funding authority or, for students studying under a Tier 4 Visa, the UK Visa and Immigration Service. If you are found to be in breach of visa requirements, the University may have to escalate matters in line with our immigration policies.

In case of queries please email:
The Student Engagement and Progress Team: sas.engagement.progress@sheffield.ac.uk