**Student Low-Level Concerns record**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Student’s name** |
| Academic year | Modules |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **MATRICULATION NUMBER** |
|  |  |  |  |
|  |  |  |  |

This file is to be used to record low-level concerns relating to:

* Academic misconduct
* Academic progress
* Professionalism
* Welfare
* Health

which may have a bearing on student’s future studies or fitness to practise. Items to be included are:

**Significant Events**. When a student appears or is discussed at the Progress Committee or Professionalism & Welfare Committee, the reason for the appearance, the facts presented and the outcome.

**Minor Events**. Issues that do not amount to a significant event in isolation but provide an indicator of attitude when presented in a pattern, for example; three or more yellow cards, not responding to communication and significant absence.

**Observations**. Attitudinal and professional observations by staff which, in isolation, do not merit further attention but become of interest if they form a pattern.

A student personal file exists by exception; only those students who require it will have one.

The file rests with the Teaching Administrator who will control the files. Director of Teaching, Course Directors, Medical Student Support Team, Module Controllers, Year leads and Professionalism & Welfare Committee Chair may sign the file out temporarily to read or to use for an interview.

The file will passed on to the subsequent teaching establishment at graduation, a copy will be retained for 5 years at St Andrews

**Interview proforma**

|  |  |  |
| --- | --- | --- |
| Date | Students Name | Interviewer(s) |
|  |  |  |
| Location | Purpose of Interview |  |
|  |  |  |

Facts:

Student version:

Advice offered:

Direction given:

Student response / acknowledgement:

Any further action predicted:

|  |
| --- |
| Staff Signature  Student Signature (if required) |

**Academic Progress FORM**

|  |  |  |
| --- | --- | --- |
| Date | Students Name | Interviewer / Staff present |
|  |  |  |
| Location | Purpose of Interview |  |
|  |  |  |

Summary of Student record in examinations:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Exams deferred | |  |  | Exams ‘S’ Coded | |  |  | Resits |  |
| exam | date | |  | exam | date | |  | exam | date |
|  |  | |  |  |  | |  |  |  |
|  |  | |  |  |  | |  |  |  |
|  |  | |  |  |  | |  |  |  |

|  |  |
| --- | --- |
| Briefly explain current position with regard to progression |  |
|  |  |
| Explain why interview taking place at this stage |  |
|  |  |
| Explain that student can seek help at any stage from personal tutor, module controllers, Pro Dean or ultimately Director of Teaching |  |

Discuss with the student reasons for the current position and try to identify problems

Notes on response

|  |
| --- |
| Staff Signature |