**Example Letter Two (b): FOLLOWING THE UNSATISFACTORY ACADEMIC PROGRESS MEETING – IF IT HAS BEEN AGREED TO PROGRESS THE PROCEDURE WITH THE ASSESSMENT OF PROGRESS TO TAKE PLACE THROUGH THE TRANSFER PROCESS**

**A possible template letter to be used by the School Postgraduate Research** **Lead (or School Research and Knowledge Transfer Lead if the School Postgraduate Research** **Lead is the supervisor or Postgraduate Research Tutor)**

Date:

Student Number:

Dear

Thank you for attending the meeting on xxx. I confirm, as discussed at the meeting on xxx, that the Unsatisfactory Academic Progress Procedure (as set out in the ‘Code of Practice for Research Degrees’ has been instigated <https://www.yorksj.ac.uk/policies-and-documents/research/research-degrees/>

Enclosed is a copy of the notes of the meeting and the agreed action plan together with milestones.

It has been agreed that your progress be assessed through the usual Transfer Process.

You are required to submit your transfer report by no later than xxx and to undergo an assessment for transfer at viva voce examination on:

Date

Time

Venue

You may bring a supporter\* to the meeting.

TheCode of Practice for Research Degrees sets out details of the transfer process including the possible outcomes to the assessment.

You are reminded that postgraduate researchers (PGRs) may seek advice and support on the instigation of the Unsatisfactory Academic Progress Procedure by contacting YSJ Students’ Union, where the YSJ Students’ Union President of Education can provide guidance and YSJ Students’ Union representatives can accompany student to meetings. Contact the President of Education ([details can be found here](https://ysjsu.com/Officers)) for more information. If you wish to seek support from YSJ Students’ Union you should do so immediately.

If you have any questions please do not hesitate to contact me.

Yours sincerely

cc: Supervisor(s), Registry

\*You may choose to be accompanied by a single supporter to a meeting under this procedure. A supporter is permitted to be a current member of staff, a current registered student at the University, or a Students’ Union representative. The role of the supporter is to provide support to the PGR at the meeting. For example, by taking notes during the meeting, or prompting the PGR if they omit to mention something of importance. The supporter is not normally permitted to represent the PGR or to speak on their behalf and they cannot normally appear if the PGR is not present in person. Exceptions might include cases such as disability.