**Example Letter Three: FOLLOWING THE UNSATISFACTORY ACADEMIC PROGRESS MEETING – IF NO FURTHER ACTION WILL BE TAKEN**

**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. After discussing the matter with your supervisor(s) in more detail it has been agreed that no further action will be taken under the Unsatisfactory Academic Progress Procedure in this instance.

Enclosed is a copy of the notes of the meeting.

You are reminded that to qualify for the award of the degree of PhD, you must continue to meet the required learning outcomes for the degree and satisfy the examiners that your achievement is of sufficient merit and that your thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis or alternative form of thesis as prescribed by the Regulations on the subject of your advanced study and research; and

(b) presenting yourself for an oral examination.

(see: [**Regulations for Research Degrees**](https://www.yorksj.ac.uk/policies-and-documents/regulations/))

The Research Degrees Committee is clear that no postgraduate researcher should think an award is guaranteed simply because the supervisor(s) has indicated general approval for the thesis before it is submitted.

I would like to take this opportunity of wishing you well with your further studies. Should you have any questions about the content of this letter please do not hesitate to contact me.

Yours sincerely

cc: Supervisor(s), Registry