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| **Unsatisfactory Academic Progress Procedure**  **Stage One (instigation)**  Enquiries: [research@yorksj.ac.uk](mailto:research@yorksj.ac.uk) |  |

This form should be completed when Stage One of the UAPP has been instigated and a UAPP meeting has been held. Please return the form to Registry ([research@yorksj.ac.uk](mailto:research@yorksj.ac.uk))

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| --- | --- | --- | --- |
| **Candidate’s full name:** |  | **Student number:** |  |
| **Degree:** |  | **School:** |  |
| **Main Supervisor:** |  | | |
| **Co-supervisor(s):** |  | | |

|  |  |
| --- | --- |
| **Instigation of the unsatisfactory academic progress procedure** | |
| **Date of meeting with the PGR:** |  |
| **Names and roles of those present at the meeting with the PGR:** |  |
| **Date that the minutes of the meeting, action plan and milestones have been supplied to the PGR:** |  |
| **Date of formal review meeting arranged to review progress with the action plan:** |  |

|  |  |
| --- | --- |
| **Authorisation:** | |
| School Postgraduate Research Lead  (or School Research and Knowledge Transfer Lead) signature: |  |
| Date: |  |

**Please attach the following documents to this form and send to Registry (**[**research@yorksj.ac.uk**](mailto:research@yorksj.ac.uk)**):**

* Minutes of the meeting
* Copy of the letter sent to the PGR advising them of the outcome of the meeting