**Example Letter One: INVITING A POSTGRADUATE RESEARCHER (PGR) TO A MEETING TO DISCUSS UNSATISFACTORY ACADEMIC PROGRESS**

**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

I am writing to make you aware that your supervisor(s) has brought to my attention concerns about your academic progress. These include concerns about the following *(briefly outline nature of concerns – for example):*

* *Failure to provide evidence of satisfactory progress*
* *Failure to present written work to an adequate standard*
* *Failure to present work to an agreed timescale*
* *Failure to maintain regular contact with their supervisor(s) and to attend formal supervision meetings*

It is important that concerns about your academic progress are addressed as soon as possible as these adversely impact on your ability to complete your research degree successfully within the remaining period of study.

The University’s ‘Code of Practice for Research Degrees’ provides details of the procedure to be followed where Unsatisfactory Academic Progress has been raised as an issue with a PGR and it has been agreed with your supervisors that this procedure be instigated. The purpose of the procedure is to clearly draw concerns to the attention of the PGR and, where appropriate, to agree an action plan and timescale for addressing these concerns. Details of the procedure are available at <https://www.yorksj.ac.uk/policies-and-documents/research/research-degrees/>

In accordance with this procedure I have arranged a meeting to discuss your academic progress on

Date: Time: Venue:

It is expected that the following will attend the meeting:

School Postgraduate Research Lead(or School Research and Knowledge Transfer Lead if the School Postgraduate Research Lead is one of the Supervisors or Postgraduate Research Tutor)

Supervisors

PGR (who may choose to be accompanied by a supporter\*)

You may choose to bring a supporter\* to the meeting.

PGRs may seek advice and support on Unsatisfactory Academic Progress by contacting YSJ Students’ Union, where the YSJ Students’ Union President of Education can provide guidance and YSJ Students’ Union representatives can accompany PGR 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.

I would stress that such reviews are only called in exceptional circumstances. Please make every effort to attend and please note that decisions relating to your progression may be made in your absence if you do not do so. I would be grateful if you would confirm whether you are able to attend the meeting by emailing me at xxx by <deadline>.

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.