E**xample Letter Four: TO ADVISE THE POSTGRADUATE RESEARCHER OF THE OUTCOME OF THE FORMAL REVIEW MEETING: SATISFACTORY PROGRESS AGREED**

**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 formal review meeting on xxx.

I am writing to confirm that it has been agreed that you have made satisfactory academic progress against the agreed action plan. No further action will, therefore, be taken under the Unsatisfactory Academic Progress Procedure in respect of the concerns raised by your supervisor(s). Your progress will continue to be reviewed against the University procedures for postgraduate researchers (PGRs).

I would like to take this opportunity of wishing you well with your further studies.

You are reminded that whilst your academic progress has been deemed satisfactory through this procedure this does not guarantee that further concerns will not be raised in the future should this prove necessary.

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 PGR 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