**Example Letter Five: TO ADVISE THE POSTGRADUATE RESEARCHER OF THE OUTCOME OF THE FORMAL REVIEW MEETING: RECOMMENDATION RESEARCH DEGREE CANDIDATURE BE TERMINATED OR TRANSFER TO M PHIL**

**A possible template letter to be used by the School Postgraduate Research (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.

*Either*

I am writing to confirm the outcome of the meeting is to forward to the Research Degrees Committee a recommendation that your research degree candidature be terminated with immediate effect, due to making unsatisfactory academic progress on your research degree candidature.

*Or*

I am writing to confirm the outcome of the meeting is to forward to the Research Degrees Committee a recommendation that you be transferred to registration for the degree of MPhil. Whilst you have made some progress this was not sufficient to warrant support for your continued registration for the degree of PhD.

You should expect to hear, within the next 10 working days, from Registry, with regard to the outcome of this recommendation.

Postgraduate researchers may appeal against an adverse academic decision. Details of the procedure governing the consideration of postgraduate researcher appeals can be found at <https://www.yorksj.ac.uk/policies-and-documents/appeals-and-complaints/>. Advice and guidance can be obtained from York St John Students’ Union. If you are sponsored you should consult the formal agreement you have with your sponsor(s) to determine the effect of this recommendation on your receipt of maintenance payments.

Yours sincerely

cc Supervisor(s), Registry