**Example Letter Six: TO ADVISE THE POSTGRADUATE RESEARCHER OF THE OUTCOME OF THE FORMAL REVIEW MEETING: AGREE DECISION ON PROGRESSION BE DEFERRED**

**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 the outcome of the meeting was that a decision on your progression be deferred by xxx months. No further deferrals will be permitted.

A revised action plan and milestones is enclosed.

I have arranged for a final formal review meeting to take place on:

Date

Time

Venue

You may bring a supporter\* (a ‘friend’ or representative of YSJ Students’ Union) to the meeting.

The Unsatisfactory Academic Progress Procedure sets out the possible outcomes to the formal review meeting. As you are aware one outcome is that a recommendation is made to the Research Degrees Committee that your research degree candidature be terminated.

You are reminded that postgraduate researchers may seek advice and support on the instigation of the Unsatisfactory Academic Progress Procedure by contacting YSJ Students’ Union, where the YSJ Students’ Union President of Education can provide guidance and YSJ Students’ Union representatives can accompany student 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.

If you have any questions please do not hesitate to contact me.

Yours sincerely

cc: supervisor(s), Registry

\*You may choose to be accompanied by a single supporter to this meeting, who may be anyone of your choosing (e.g. family member, friend, fellow postgraduate researcher or YSJ Students’ Union staff). The role of the supporter is to provide support to you at the meeting. For example, by taking notes during the meeting, or prompting you if you omit to mention something of importance. The supporter is not normally permitted to represent you or to speak on your behalf and they cannot normally appear if you are not present in person. Exceptions might include cases such as disability