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| **Unsatisfactory Academic Progress Procedure****Stage One (instigation)**Enquiries: pgr.school@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 the PGR School (pgr.school@yorksj.ac.uk)

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

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| **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:** |  |

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| **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 the PGR School (****pgr.school@yorksj.ac.uk****):**

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