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| **Unsatisfactory Academic Progress Procedure**  **Stage Two (review)**  Enquiries: [pgr.school@yorksj.ac.uk](mailto:pgr.school@yorksj.ac.uk) |  |

This form should be completed to notify the outcome of the UAPP once the final formal review meeting (stage two) has taken place. Please return the form to the PGR School ([pgr.school@yorksj.ac.uk](mailto:pgr.school@yorksj.ac.uk))

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| --- | --- | --- | --- |
| **PGR’s full name:** |  | **Student number:** |  |
| **Degree:** |  | **School:** |  |
| **Main Supervisor:** |  | | |
| **Co-supervisor(s):** |  | | |
| **Date of formal review meeting with the PGR:** |  | | |

|  |  |
| --- | --- |
| **UAPP formal review meeting:** | |
| **Date of formal review meeting with the PGR:** |  |
| **Names and roles of those present at the formal review meeting with the PGR:** |  |
| **Date that the minutes of the meeting have been supplied to the PGR:** |  |

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| **Outcome of the UAPP** *(tick one box only):* | |
| The PGR has made satisfactory progress (no further action required) |  |
| The decision on progression be deferred (please provide details below) |  |
| Unsatisfactory Progress: Recommendation of transfer to MPhil |  |
| Unsatisfactory Progress: Recommendation of enforced withdrawal from the research degree |  |

|  |  |
| --- | --- |
| **Authorisation:** | |
| School Postgraduate Research Lead  (or School Research & Knowledge Transfer Lead) signature: |  |
| Date: |  |

**Please attach the following documents to this form and send to the PGR School (**[**pgr.school@yorksj.ac.uk**](mailto: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