



Graduate Board

Programmes and Quality Group

Unsatisfactory Academic Progress Procedure

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Background

Definitions of unsatisfactory progress

1. A PGR can expect, as part of the normal supervisory process, for their supervisor(s) to draw to their attention problems with their academic progress when they arise. Where necessary, this should be done in writing and records kept (see the [Code of Practice for Research Degree Candidatures, responsibilities of a supervisor \(see section 4.3\)](#)) Concerns about academic progress may also be raised in the first formal progress report or as part of an annual progress review.
2. Unsatisfactory academic progress is usually identified when a PGR has not met the requirements set out under the responsibilities of the PGR listed in the [Code of Practice for Research degree Candidatures](#) (see section 4.6). Examples of what will be regarded as unsatisfactory academic progress include:
 - Failure to provide evidence of satisfactory progress;
 - Failure to present written work to an adequate standard (this could include plagiarism in draft or non-assessed work);
 - Failure to present work to an agreed timescale;
 - Failure to maintain regular contact with their supervisor(s) and to attend formal supervision meetings;
 - Failure to make satisfactory progress with the agreed training plan
3. A flowchart summarising the procedure is attached as Annex A.

Instigation of the Unsatisfactory Academic Progress Procedure

The Unsatisfactory Academic Progress Procedure (UAPP) may be instigated at any stage of a research degree candidature (that is both before or after the transfer stage and during the overtime period).

(a) Instigation by the supervisor(s) during the candidature

1. Normally the supervisor(s) will raise concerns about academic progress with the PGR as described in 1. above.
2. If there is no improvement and no satisfactory explanation provided by the PGR regarding the level of progress, then the supervisor(s) should bring the matter to the attention of the Director of PGR Studies (DoPGRS).
3. If one of the members of the supervisory team is the DoPGRS then the supervisor(s) should draw the matter to the attention of the Head of School. The Head of School may delegate responsibility for managing the UAPP to a senior member of the academic staff¹ in the Faculty/School who has had no prior involvement with the supervision of the PGR.
4. If the concerns raised relate to the absence of a PGR, and there has been no contact with the PGR for a month (unless absence has been authorised for events such as fieldwork, illness etc), the DoPGRS (or Head of School) should seek advice from Doctoral College Operations (DCO) on whether the matter should be addressed through the [Attendance Monitoring Policy](#) (for example through the presumed withdrawn process), or in some cases the [Fitness to Study route](#).

(b) Instigation following an annual progress review

5. The procedure may be instigated when progress is causing concern at an annual progress review.

Consideration by the Director of PGR Studies(or Head of School)

6. The DoPGRS (or Head of School) will consider whether the concerns raised by the supervisor(s) or as part of an annual progress review are sufficiently serious to:

(a) **warrant the instigation of the UAPP.**

¹ An individual, who as a minimum, satisfies the University's eligibility criteria to act as a "sole" supervisor (see [Eligibility for Research Degree Supervision](#))

- The DoPGRS will consider whether:
 - (i) the concerns raised adversely impact on the PGR's ability to complete their degree successfully within the remaining period of study but that there is at least some possibility that, with an immediate improvement in academic performance, the position may be rescued;
 - (ii) there is evidence that the supervisor(s) has previously drawn to the attention of the PGR concerns regarding their academic progress (eg comments in supervision meeting notes, emails or warning letters) or that the concerns have been raised as part of the first formal progress report or annual progress review and recorded in the report arising from the review.
- If (i) and (ii) are agreed then the UAPP should be instigated. A notification will be sent either by email and/or letter to the PGR. It is expected that the unsatisfactory academic progress meeting will normally take place within 10 working days of the issue of the notification. The PGR should be advised that they may choose to bring a "supporter" to the meeting and be provided with information about where they may receive support and advice (Student Advice Centre, Leeds University Union (**Example Letter One**)).

(b) warrant an immediate recommendation to the Programmes and Quality Group (or the Chair acting on its behalf) that the PGR be required to withdraw from their studies immediately due to unsatisfactory academic progress. This course of action, without instigation of the UAPP, will occur only in the most exceptional cases. For a recommendation to be made to the Programmes and Quality Group (or the Chair acting on its behalf) for immediate withdrawal the DoPGRS should provide:

- clear evidence that serious concerns about academic progress have been made in writing to the PGR over a prolonged period of time (4 months or more)
- evidence that support mechanisms have been made available to the PGR to address these concerns
- a satisfactory explanation provided as to why it is not possible for realistic targets to be set and the PGR granted a further opportunity to improve progress under the UAPP.

The appropriate [pro forma](#) must be completed and returned to DCO for consideration by the Programmes and Quality Group (or the Chair acting on its behalf).

Expectations of a PGR to attend a UAPP Meeting

1. It is expected that a PGR will attend an Unsatisfactory Academic Progress Meeting on the date and at the time proposed. Normally this will be a face-to-face meeting. In some circumstances, for example when the PGR is not in the UK, the meeting may be held by other means such as video conferencing, telephone, Voice over Internet Protocol (VoIP) (eg Skype). Where the PGR is unable to attend for genuine reason he/she must advise the DoPGRS (or Head of School) immediately and provide an explanation for their unavailability (with documentary evidence where appropriate). If it is agreed to postpone the meeting a new date for the meeting will be given.
2. If the new date is not possible the school may choose to hold the meeting in the absence of the PGR unless the reasons for the absence of the PGR, in the view of the school, are sufficiently compelling to warrant a further postponement. Failure to attend the meeting will not prevent the instigation or conclusion of the UAPP.
3. The absence or non-availability of a supporter will not be accepted as good reason for any postponement unless the supporter is a member of staff from the Student Advice Centre, LUU. The unavailability of a member of staff from the Student Advice Centre to accompany a PGR to a meeting will be regarded as reasonable grounds upon which to request the meeting is re-scheduled provided that the PGR has sought such support within a reasonable timescale of receiving notification of the meeting date and can provide evidence to this effect from the Student Advice Centre.

UAPP Meeting 1

Attendance at the meeting

1. Normally the Director of PGR Studies (or Head of School), at least one member of the supervisory team (normally the main supervisor) and PGR (who may choose to bring a supporter) will attend the unsatisfactory progress meeting.

Purpose of the meeting

2. The purpose of the unsatisfactory progress meeting will be to:
 - Advise the PGR that their academic progress is deemed unsatisfactory and detail the reasons for concern;
 - Reassure the PGR that the purpose of the meeting is to identify ways to address the supervisor(s) concerns and to support their future progress;
 - Give the PGR the opportunity to raise any mitigating circumstances;
 - Set clear, realistic and measurable targets for improving performance which allow the PGR to demonstrate satisfactory progress;
 - Identify any training needs and support mechanisms. At least one formal supervisory meeting must be made available to the PGR before the final formal review meeting is held;
 - Explain how/who will assess whether the set targets have been completed satisfactorily. Where the academic standard of work is to be considered, evaluation of any work must be completed by at least one of the supervisors and at least one senior member of the academic staff² who is independent of the supervisory team but who is from the same or from a cognate subject area or discipline to the PGR's area of research;
 - Explain that continued unsatisfactory progress may lead to a recommendation for termination of the candidature (or in some cases transfer to M Phil);
 - Set a date for the final formal review of the UAPP. For a full-time PGR this will normally be no less than two months, and no more than three months, from the date of the meeting in which the UAPP is instigated, for a part-time candidate this will normally be no less than 3 months and no more than five months from the date of this meeting;
 - Where progress is deemed unsatisfactory prior to the transfer stage, and the timescale does not allow the UAPP to conclude, it will not be necessary to hold a separate final review meeting. The formal transfer stage (*viva voce* examination and review by a Transfer Assessment

² The individual should satisfy the University's eligibility criteria to act as a "sole" supervisor (see [Eligibility for Research Degree Supervision](#)). Any individual who has provided an independent academic assessment of a PGR's work as part of the Unsatisfactory Academic Progress Procedure may not normally then proceed to also act as the Internal Examiner for that candidate in the final thesis examination.

Panel) will provide an appropriate measure of progress. The PGR should be informed that this will be the case.

Notes must be kept of the meeting and made available to the PGR. Please upload a copy of the notes of the meeting to the PGR's GRAD record under "Project Files". The PGR administrator has permission to upload files to GRAD.

Action following the Unsatisfactory Academic Progress Meeting

3. Following the Unsatisfactory Academic Progress Meeting the School will:
 - (a) write to the PGR to confirm that either (i) the UAPP has been instigated and provide notes of the meeting and the agreed action plan with milestones. It is good practice to set a date for the formal review meeting at this stage (**Example Letter Two(a)**) or where progress will be assessed under the formal transfer process **Example Letter Two (b)**) or (ii) it has been agreed that it is not appropriate to instigate the UAPP and no further action will be taken (see Example Letter Three)
 - (b) in the case of (a) (i) above please complete the UAPP pro-forma (stage one) and forward a copy to DCO pgrprogress@leeds.ac.uk
 - (c) upload a copy of all correspondence (including the notes of the meeting, action plan etc) to the PGR's GRAD record under "Project Files".

UAPP Meeting 2: Final Formal Review Meeting

Purpose of the final formal review meeting

4. A final formal review meeting will take place to assess the PGR's progress against the action plan and milestones. Normally the Director of PGR Studies (or Head of School), at least one member of the supervisory team (normally the main supervisor) and PGR (who may bring a supporter) will attend the meeting. There are 4 possible outcomes to the meeting:
 - (a) Agree the PGR has made satisfactory progress against the agreed action plan and milestones and that no further action will be taken under the UAPP;
 - (b) Agree that a decision on progression be deferred. For a full-time PGR the maximum period by which a decision may be deferred is 3 months (it is expected, however, that in most cases the period of deferral will be less than 3 months);
 - (c) Agree that the PGR has not made satisfactory progress with the agreed action plan and milestones. In the case of a PGR registered for the degree of PhD only (and where the remaining period of study allows³), make a recommendation to the Programmes and Quality Group (or the Chair acting on its behalf) that the PGR be transferred to registration for the degree of M Phil;
 - (d) Agree that the PGR has not made satisfactory progress with the agreed action plan and milestones and that a recommendation will be made, to the Programmes and Quality Group (or the Chair acting on its behalf), that the research degree candidature be terminated.
5. Notes must be kept of the meeting and made available to the PGR. Please upload a copy of the notes of the meeting to the PGR's GRAD record under "Project Files".
6. On those occasions when progress will be determined at the formal transfer stage (viva voce examination and academic review by a Transfer Assessment Panel) the usual transfer arrangements will apply and a Panel composed in accordance with the [University's Code of Practice for Research Degree Candidatures \(and Faculty Protocol\)](#) will be appointed. It is not appropriate, in these cases, for a "supporter" to attend the transfer assessment.

³ When consideration is given to a recommendation to transfer to registration for the degree of M Phil consideration should be given to the period of study remaining on the candidature. Registration for the degree of M Phil is 2 years full-time study followed by up to 1 year over-time (or 4 years part-time with up to 2 years over-time).

Action following the Unsatisfactory Academic Progress Final Formal Review Meeting

7. Immediately following the final formal review meeting the School will:
 - (a) Inform the PGR in writing of the outcome of the meeting and make available to them the notes of the meeting (**Example letters four, five and six**);
 - (b) complete the [UAPP pro-forma](#) (stage two) attaching a copy of the letter/email sent to the PGR together with the notes of the meeting and (i) forward a copy to DCO pgrprogress@leeds.ac.uk and (ii) upload a copy to the PGR's GRAD record under "Project Files.

8. In the case of an adverse academic outcome (recommendation that the candidature be terminated or transfer to M Phil) DCO will arrange for action to be taken by the Programmes and Quality Group (or the Chair acting on its behalf) to consider the recommendation. In all cases the Group (or its Chair) will wish to see evidence that the UAPP has been followed. A letter will be sent to the PGR by DCO confirming the decision of the Group.

Support for PGRs, appeals and further information

Research Student Appeals Procedure

9. The PGR will have the right of appeal following an adverse academic decision under the arrangements set out in the [Research Student Appeals Procedure](#). The PGR may seek advice/guidance from the [Student Advice Centre, LUU](#).

Further Information

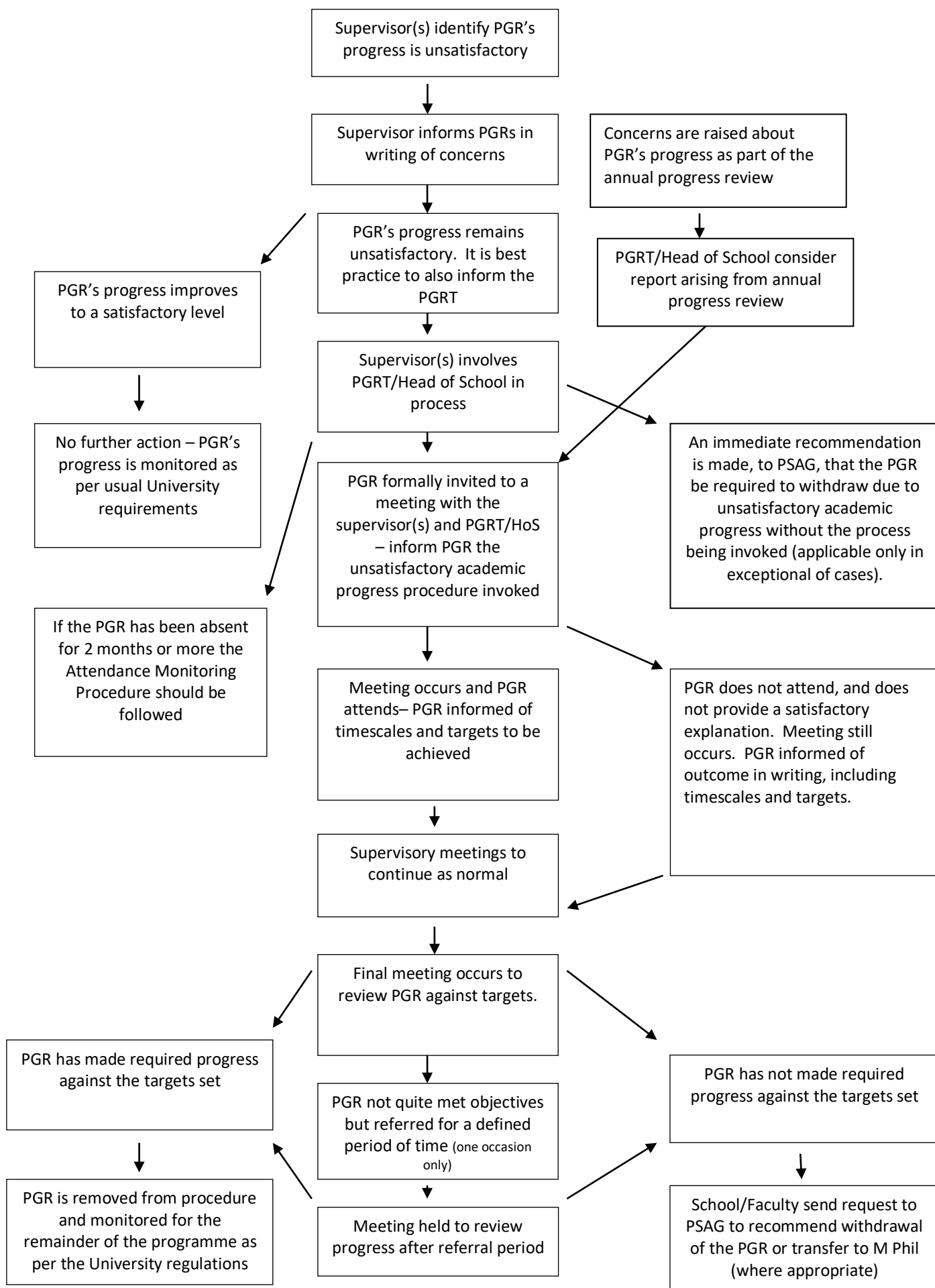
10. Whilst academic progress may have been judged by the supervisor(s) as satisfactory this does not guarantee transfer to doctoral study or that the degree will be awarded. To qualify for the award of the degree of a research degree, a PGR must meet the required learning outcomes for the degree and satisfy the examiners (see [Ordinance, Regulations and Programmes of Study for Research Degrees](#) for further information).
11. The Graduate Board is clear that no PGR should think award is guaranteed simply because the supervisor(s) has indicated general approval for the thesis before it is submitted.

Further Advice and Support for PGRs

12. PGRs seeking advice and support may contact the Student Advice Centre of the Leeds University Union where experienced staff are able to provide guidance.
13. The PGR may choose to bring a single supporter to a meeting under this procedure who may be anyone of the PGR's choosing (e.g. family member, friend, LUU Adviser). The role of the supporter is to provide support to the PGR at the meeting. For example, by taking notes during the meeting, or prompting the PGR if they omit to mention something of importance. The supporter is not permitted to represent the PGR or to speak on their behalf and they cannot appear if the PGR is not present in person.

DCO, January 2018
Updated August 2020 with new titles

Unsatisfactory Academic Progress Procedure – Summary Flowchart



Sample email templates

Example Letter One

EXAMPLE LETTER TO BE USED BY THE SCHOOL INVITING A PGR TO A MEETING TO DISCUSS THEIR UNSATISFACTORY ACADEMIC PROGRESS

Date: ID Number:

Dear

I am writing to make you aware that “your supervisor(s) has brought to my attention concerns about your academic progress” or “concerns about your academic progress have been raised during your annual progress review meeting” (delete as applicable). These include concerns about the following (*briefly outline nature of concerns – for example*):

- *Failure to provide evidence of satisfactory progress*
- *Failure to present written work to an adequate standard*
- *Failure to present work to an agreed timescale*
- *Failure to maintain regular contact with their supervisor(s) and to attend formal supervision meetings*
- *Failure to make satisfactory progress with the agreed training plan*

It is important that concerns about your academic progress are addressed as soon as possible as these adversely impact on your ability to complete your research degree successfully within the remaining period of study.

The University has an Unsatisfactory Academic Progress Procedure for PGRs and it has been agreed with your supervisors that this procedure be instigated. The purpose of the procedure is to clearly draw concerns to the attention of the PGR and, where appropriate, to agree an action plan and timescale for addressing these concerns. Details of the procedure are available at http://students.leeds.ac.uk/info/10124/during_your_research. You will be given the opportunity at the meeting to raise any issues which have adversely affected your progress which should be taken into consideration (for example this might include academic, personal or support issues).

In accordance with this procedure I have arranged a meeting to discuss your academic progress on

Date: Time: Venue:

It is expected that the following will attend the meeting:

Director of PGR Studies/Head of School
Supervisors
PGR (who may choose to bring a supporter*)

You may choose to bring a supporter* (a “friend” or representative of the Student Advice Centre. LUU) to the meeting.

PGRs may seek advice and support on the Unsatisfactory Academic Progress Procedure by contacting the Student Advice Centre, Leeds University Union, where experienced staff are available to provide guidance. Representatives of the Centre are also available to accompany PGRs to meetings. Further information is available at <http://www.leedsuniversityunion.org.uk/helpandadvice/> . If you wish to seek support from the Student Advice Centre, LUU you should do so immediately.

I would be grateful if you would confirm whether you are able to attend the meeting by emailing me at xxx.

Yours sincerely

cc: Supervisor(s)

* The PGR may bring a single supporter to the meeting who can be anyone of the PGR’s choosing (e.g. LUU Adviser, family member, friend). The role of the supporter is to provide support to the PGR at the meeting. For example, by taking notes or prompting the PGR if they omit to mention something of importance during the meeting. The supporter is not permitted to represent the PGR or to speak on their behalf and they cannot appear if the PGR is not present in person.

Example Letter Two(a)

EXAMPLE LETTER TO BE USED BY THE SCHOOL FOLLOWING THE UNSATISFACTORY ACADEMIC PROGRESS MEETING – IF IT HAS BEEN AGREED TO INSTIGATE THE PROCEDURE

Date:

ID Number:

Dear

Thank you for attending the meeting on xxx. I confirm, as discussed at the meeting on xxx, that the Unsatisfactory Academic Progress Procedure has been instigated http://students.leeds.ac.uk/info/10124/during_your_research

Enclosed is a copy of the notes of the meeting and the agreed action plan together with milestones. These have been uploaded to your GRAD record (see under “Project Files”).

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

Date

Time

Venue

You may choose to bring a supporter* (a “friend” or representative of the Student Advice Centre, LUU) to the meeting.

The Unsatisfactory Academic Progress Procedure sets out the possible outcomes to the formal review meeting. As was discussed at the meeting one outcome is that a recommendation is made to the Graduate Board’s Programmes and Quality Group (or the Chair acting on its behalf) that your research degree candidature be terminated.

You are reminded that PGRs may seek advice and support on the instigation of the Unsatisfactory Academic Progress Procedure by contacting the Student Advice Centre, Leeds University Union, where experienced staff are available to provide guidance. Representatives of the Centre are also available to accompany PGRs to meetings. Further information is available at <http://www.leedsuniversityunion.org.uk/helpandadvice/>

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)

* The PGR may bring a single supporter to the meeting who can be anyone of the PGR's choosing (e.g. LUU Adviser, family member, friend). The role of the supporter is to provide support to the PGR at the meeting. For example, by taking notes or prompting the PGR if they omit to mention something of importance during the meeting. The supporter is not permitted to represent the PGR or to speak on their behalf and they cannot appear if the PGR is not present in person.

Example Letter Two(b)

EXAMPLE LETTER TO BE USED BY THE SCHOOL FOLLOWING THE UNSATISFACTORY ACADEMIC PROGRESS MEETING – IF IT HAS BEEN AGREED TO ITHE PROCEDURE WITH THE ASSESSMENT OF PROGRESS TO TAKE PLACE THROUGH THE TRANSER PROCESS

Date:

ID Number:

Dear

Thank you for attending the meeting on xxx. I confirm, as discussed at the meeting on xxx, that the Unsatisfactory Academic Progress Procedure has been instigated http://students.leeds.ac.uk/info/10124/during_your_research

Enclosed is a copy of the notes of the meeting and the agreed action plan together with milestones. These have been uploaded to your GRAD record (see under “Project Files”).

It has been agreed that your progress be assessed through the usual Transfer Process.

You are required to submit for transfer through GRAD by no later than xxx and to undergo an assessment for transfer at viva voce examination on:

Date

Time

Venue

The Research Student Handbook http://students.leeds.ac.uk/info/21519/rules_regulations_and_guidelines/910/research_student_guidance sets out details of the transfer process including the possible outcomes to the assessment.

You are reminded that PGRs may seek advice and support on the instigation of the Unsatisfactory Academic Progress Procedure by contacting the Student Advice Centre, Leeds University Union, where experienced staff are available to provide guidance. Representatives of the Centre are also available to accompany PGRS to meetings. Further information is available at <http://www.leedsuniversityunion.org.uk/helpandadvice/>.

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

Yours sincerely

cc: Supervisor(s)

Example Letter Three

EXAMPLE LETTER TO BE USED BY THE SCHOOL) FOLLOWING THE UNSATISFACTORY ACADEMIC PROGRESS MEETING – IF NO FURTHER ACTION WILL BE TAKEN

Date:

ID Number:

Dear

Thank you for attending the meeting on xxx. I am writing to confirm that it has been agreed that no further action will be taken under the Unsatisfactory Academic Progress Procedure in this instance. Enclosed is a copy of the notes of the meeting. These have been uploaded to your GRAD record (see under “Project Files”).

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 and such other tests as the examiners may prescribe.

(see:

http://students.leeds.ac.uk/info/21519/rules_regulations_and_guidelines/958/ordinances
for further information)

(please ensure, if the award is not a PhD, that the correct criteria are inserted here - see regulations for the relevant degree type at http://www.leeds.ac.uk/rsg/graduate_board/pos.html)

The Graduate Board is clear that no PGR should think the award of a PhD 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)

Example Letter Four

EXAMPLE LETTER TO BE USED BY THE SCHOOL (TO ADVISE THE PGR OF THE OUTCOME OF THE FORMAL REVIEW MEETING: SATISFACTORY PROGRESS AGREED

Date:

ID 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 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 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 and such other tests as the examiners may prescribe.

http://students.leeds.ac.uk/info/21519/rules_regulations_and_guidelines/958/ordinances

(please ensure, if the award is not a PhD, that the correct criteria are inserted here - see regulations for the relevant degree type at http://students.leeds.ac.uk/info/21519/rules_regulations_and_guidelines/958/ordinances

The Graduate Board is clear that no PGR should think award of the degree of PhD is guaranteed simply because the supervisor(s) has indicated general approval for the thesis before it is submitted.

Yours sincerely
cc: Supervisor(s),

Example Letter Five

EXAMPLE LETTER TO BE USED BY THE SCHOOL TO ADVISE THE PGR OF THE OUTCOME OF THE FORMAL REVIEW MEETING: RECOMMENDATION RESEARCH DEGREE CANDIDATURE BE TERMINATED OR TRANSFER TO M PHIL

Date:

ID Number:

Dear

Thank you for attending the formal review meeting on xxx. A copy of the notes of the meeting are attached.

Either

I am writing to confirm the outcome of the meeting is to forward to the Graduate Board's Programmes and Quality Group (or the Chair acting on its behalf) 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 Graduate Board's Programmes and Quality Group (or the Chair acting on its behalf) a recommendation that you be transferred to registration for the degree of M Phil. 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 Doctoral College Operations (DCO), with regard to the outcome of this recommendation.

PGRs may appeal against an adverse academic decision. Details of the procedure governing the consideration of postgraduate researcher appeals can be found at http://www.leeds.ac.uk/secretariat/student_cases.html. Advice and guidance can be obtained from the Student Advice Centre in LUU <http://www.leedsuniversityunion.org.uk/helpandadvice/academic/appeals/>.

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.

For Tier 4 – include advice to contact ISO for advice in implications of outcome on visa status.

Yours sincerely

cc Supervisor(s),

Example Letter Six

EXAMPLE LETTER TO BE USED BY THE SCHOOL TO ADVISE THE PGR OF THE OUTCOME OF THE FORMAL REVIEW MEETING: AGREE DECISION ON PROGRESSION BE DEFERRED.

Date:

D 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.

Notes of the meeting, a revised action plan and milestones are enclosed. These have been uploaded to your GRAD record (see under "Project Files").

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

Date

Time

Venue

You may choose to bring a supporter* (a "friend" or representative of the Student Advice Centre. LUU) 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 Graduate Board's Programmes and Quality Group (or the Chair acting on its behalf) that your research degree candidature be terminated.

You are reminded that PGRs may seek advice and support on the instigation of the Unsatisfactory Academic Progress Procedure by contacting the Student Advice Centre, Leeds University Union, where experienced staff are available to provide guidance. Representatives of the Centre are also available to accompany PGRs to meetings. Further information is available at <http://www.leedsuniversityunion.org.uk/helpandadvice/>.

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),

* The PGR may bring a single supporter to the meeting who can be anyone of the PGR's choosing (e.g. LUU Adviser, family member, friend). The role of the supporter is to provide support to the PGR at the meeting. For example, by taking notes or prompting the PGR if they omit to mention something of importance during the meeting. The supporter is not permitted to represent the PGR or to speak on their behalf and they cannot appear if the PGR is not present in person.