

	<b>Event</b>	<b>Who</b>	<b>Content of email</b>
<b>1.</b>	When the event is open up at 8 months	Student	<p>Dear &lt;Student First Name&gt; An Annual Review form is now available for you to complete. This form needs to be completed and signed off by your school by &lt;study start date + 4 months&gt;. Please start completing the form as soon as possible.</p> <p>You can access the annual review form using the following link &lt;URL&gt;</p> <p>Please fill in the review questions, upload any relevant documents and then liaise with your supervisor to complete the annual review process.</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>
<b>2.</b>	When event is open at 8 months	Principal Supervisor	<p>Dear &lt;Supervisor First Name&gt; An annual review process has been started for postgraduate research student &lt;UUN&gt; &lt; name&gt;. You will be informed once the student has completed their part of the form and is ready for you to fill in your sections.</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>

<b>3.</b>	When event is open up at 8 months	Other Supervisors	<p>Dear Supervisor</p> <p>An annual review form has been started for postgraduate research student &lt;UUN&gt; &lt; name&gt;. You will be informed again once the student and their principal supervisor have completed their parts of the form.</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>
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<b>4.</b>	Stage 1 Complete	Principal Supervisor	<p>Dear &lt;Principal Supervisor First Name&gt;</p> <p>Your student &lt; UUN&gt; &lt;Name&gt; has submitted their annual review form please can you set up a meeting with them to review its content. Please refer to the code of practice found at &lt;URL &gt;. if you have any issues with what is expected.</p> <p>The annual review form for this student and any associated documents is available at the following link. &lt;URL&gt;</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>
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<b>5.</b>	Stage 3 complete	Other Supervisors	<p>Dear Supervisor</p> <p>Your postgraduate research student &lt;UUN&gt; &lt;Name&gt; has submitted their annual review for &lt;programme study start date + 4&gt;. The principal supervisor &lt;name&gt; has also completed their part of the review.</p> <p>The review is available at &lt;URL&gt;</p> <p>Please can you review both parts of the form and either sign off that you are in agreement with what has been documented or pass any comments back to the principal supervisor for any amendments to be made.</p> <p>Yours</p> <p>PG Admin Team - School</p> <p>&lt; E-Mail Address&gt;</p>
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6.	Stage 4 complete	Student	<p>Dear &lt;Student First Name&gt;</p> <p>Your completed annual review form is now available for you to sign-off before it is passed on to the relevant school signatories.</p> <p>Please note that if you do not sign off this stage after 2 weeks, it will be automatically signed off and will be passed on to the relevant school signatories.</p> <p>Any issues with the content please liaise with your Principal Supervisor.</p> <p>Your review is available at &lt;URL&gt;</p> <p>Yours</p> <p>PG Admin Team - School</p> <p>&lt; E-Mail Address&gt;</p>
7.	Stage 5 complete	School Sign Off	<p>Dear &lt;First Name of School Sign-Off&gt;</p> <p>A student within your school / programme and their supervisors has submitted a completed annual review form. This form has now been passed to you for review and sign-off.</p> <p>The review is available at &lt;URL&gt;</p> <p>Postgraduate School Administration School of &lt;School&gt;</p> <p>&lt;E-Mail Address&gt;</p>

<b>8.</b>	Stage 6 Complete	Postgraduate Director	<p>Dear &lt;First Name of Postgraduate Director&gt;</p> <p>A student within your school / programme and their supervisors has submitted an annual review form. This form has now been passed to you for review and sign-off.</p> <p>Postgraduate School Administration School of &lt;School&gt;</p> <p>&lt;E-Mail Address&gt;</p>
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<b>9.</b>	E-Mail to Chase Student	Student	<p>Dear &lt;forename &gt;</p> <p>Your annual review has been open since &lt;programme study start date&gt; and you have not yet submitted this for your supervisors review.</p> <p>The review is due to be complete by &lt;programme study star + 4 months&gt;. Can you please complete the review form and then arrange to discuss this with your supervisor.</p> <p>Postgraduate School Administration School of &lt;School&gt;</p> <p>&lt;E-Mail Address&gt;</p>
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<p><b>10.</b></p>	<p>E-Mail when passed back to the student from PS or admin</p>	<p>Student</p>	<p>Dear &lt;Student First Name&gt;</p> <p>As request your annual review form has been passed back to you for amendment.</p> <p>You can access the form at the following &lt;URL&gt;</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>
<p><b>11.</b></p>	<p>E-Mail When Assigned as Postgraduate Director</p>	<p>Postgraduate Director</p>	<p>Dear &lt;First Name of Postgraduate Director&gt;</p> <p>A student within your school / programme and their supervisors has submitted an annual review form. This form has now been passed to you for review and sign-off.</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>
<p><b>12.</b></p>	<p>E-Mail to Chase Student on Annual Review (9 months)</p>	<p>Student</p>	<p>Dear &lt;Student First Name&gt; Your Annual Review form has now available for you to complete for a month and has as yet not been submitted please can arrange to fill in the form asap. This form needs to be completed and signed off by your school by &lt;programme study start date + 4 months&gt;.</p> <p>You can access the annual review form using the following link &lt;URL&gt;</p> <p>Please fill in the review questions, upload any relevant documents and then liaise with your supervisor to complete the annual review process.</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>

<p><b>13.</b></p>	<p>E-Mail to Chase Principal Supervisor (11 months)</p>	<p>Principal Supervisor</p>	<p>Dear &lt;Principal Supervisor First Name&gt;</p> <p>The annual review form for your Research Student &lt;UUN&gt; &lt;Name&gt; was started on &lt;8 month date&gt; and has as yet not been completed. The review is due to be completed by &lt;12 month date&gt; please can you progress asap.</p> <p>The annual review form for this student and any associated documents is available at the following link. &lt;URL&gt;</p> <p>Postgraduate School Administration School of &lt;School&gt; &lt;E-Mail Address&gt;</p>
<p><b>14.</b></p>	<p>E-mail to student if system has automatically signed off stage 4.</p>	<p>Student</p>	<p>Dear &lt;Student First Name&gt;,</p> <p>This stage of your annual review has not been signed off by you or the review returned to your Principal Supervisor. Consequently, it has been automatically signed off and will be passed to the relevant School signatories.</p> <p>Any issues with the content please liaise with your Principal Supervisor.</p> <p>Your review is available at &lt;URL&gt;</p> <p>Yours</p> <p>Postgraduate School Administration</p>

<p><b>15.</b></p>	<p>E-mail to School if system has automatically signed off stage 4.</p>	<p>School Sign Off</p>	<p>Dear &lt;First name of School Sign off&gt;</p> <p>A student within your school / programme and their supervisors has submitted a completed annual review form. This form has now been passed to you for review and sign-off. Please note that stage 4 of this annual review has been automatically signed off by the system as the student has not interacted with the review within 2 weeks of receiving it.</p> <p>If you are aware that the student is unavailable due to long term absence, please return the review to the Principal Supervisor with a comment.</p> <p>The review is available at: &lt;URL&gt;</p> <p>Yours</p> <p>Postgraduate School Administration</p>
<p><b>16.</b></p>	<p>E-mail to Postgraduate Director if system has automatically signed off stage 4.</p>	<p>Postgraduate Director</p>	<p>Dear &lt;First Name of Postgraduate Director&gt;</p> <p>A student within your school / programme and their supervisors has submitted an annual review form. This form has now been passed to you for review and sign-off. Please note that stage 4 of this annual review has been automatically signed off by the system as the student has not interacted with the review within 2 weeks of receiving it.</p> <p>If you are aware that the student is unavailable due to long term absence, please return the review to the Principal Supervisor with a comment.</p> <p>The review is available at: &lt;URL&gt;</p>



			<p>Guidance on completing annual reviews can be found at: &lt;URL&gt;</p> <p>Yours</p> <p>Postgraduate School Administration</p>
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