**Annex J**

**Appendix 2: Template Termination Letters**

*Please refer to Section 4 of Annex J (Progression and Examination) for guidance on using these templates.*

# TEMPLATE FOR LETTER 1

Dear <enter student name>

I write to inform you that the Dean of the Graduate and Researcher College has received a recommendation from the Divisional Director of Graduate Studies and PG Student Experience in the Division of XXXX that your registration as a student should be terminated on the grounds of unsatisfactory progress, as permitted in section 12.1 of the [Regulations for Research Courses of Study](https://www.kent.ac.uk/education/documents/regulations-research/research-regulations.docx).

You have the right to appeal against this recommendation under the [Standing Orders Governing Research Appeals](https://www.kent.ac.uk/education/documents/regulations-research/standing-orders-governing-research-appeals.docx). Should you wish to appeal you must complete a [Research Appeal Form](https://www.kent.ac.uk/education/academic-appeals) *within 15 working days* of the date of this letter. It is strongly recommended that you read the procedures as set out in the [Standing Orders Governing Research Appeals](https://www.kent.ac.uk/education/documents/regulations-research/standing-orders-governing-research-appeals.docx).

If you have not submitted an appeal by **XXXX**, the Dean of the Graduate and Researcher College will confirm the decision and your registration will be terminated with immediate effect.

Yours sincerely

**(name)**

**Divisional Director of Graduate Studies and PG Student Experience**

**CC:** Supervisory Team

 Head of Graduate and Researcher College Operations

 *(if applicable)* Visa Compliance Office

**TEMPLATE FOR LETTER 2**

Dear <enter student name>

I write further to my letter dated XXX advising you that the Dean of the Graduate and Researcher College had received a recommendation from the Divisional Director of Graduate Studies and PG Student Experience in the Division of XXXX that your registration as a student should be terminated on the grounds of unsatisfactory progress and attendance as set out in section 12.1 of the [Regulations for Research Courses of Study](https://www.kent.ac.uk/education/documents/regulations-research/research-regulations.docx) with immediate effect.

This letter stated that you had 15 working days in which to submit an appeal against this recommendation. As the University has not received an appeal from you, the recommendation has now been confirmed and your registration has been terminated with effect from XXX.

Yours sincerely

**(name)**

**Divisional Director of Graduate Studies and PG Student Experience**

**CC:** Supervisory Team

 Head of Graduate and Researcher College Operations

 *(if applicable)* Visa Compliance Office