



Summer/Winter Research Program StudentHub Email Templates



StudentHub Email Templates

Below are examples of the information that is automatically generated into emails and distributed to the students when you select an Application Status (Approved, Conditionally Approved, Unsuccessful, Waitlisted or Withdrawn) and then select the 'Update' button on the application form.

Approval email

Dear [Students Name]

Thank you for your recent application to participate in the [Year - Program Name]. We received a number of exceptional applications.

I am pleased to advise that your application was successful and your participation in the program will be offered in accordance with the particulars below. This letter and the Conditions of Participation contain all the terms of the offer.

Position:

[Summer/Winter] Research scholar

Organisational Unit:

[Research Unit – drop down box selected by student]

Research Project title:

[Project Title – as selected from the student in the drop down box on their application form]

Supervisor Name:

[Supervisor Details – Admin section – date box entered by staff]

Supervisor Email:

[Supervisor Email – Admin section – date box entered by staff]

Expected Hours of Engagement:

You are expected to contribute [Number Hours Required – Admin section – drop down box entered by staff] hours per week towards the project. Variations to this negotiated amount require the approval of your Supervisor. Please refer to Section 3 of the Conditions of Participation for information regarding project engagement.

Library Access

All scholars will have access to the UQ Library during the Research Program so long as they maintain their enrolment at UQ. If you are transitioning between degree programs at the end of the year, you must notify the Student Employability Centre prior to commencing so temporary access can be arranged. Failure to do so will result in library access being removed.

Scholarship Details:

You will receive a scholarship amount of AU\$360/week per week for the duration of the project.

Commencing Date:

[Project Commencement Date – Admin section – date box entered by staff]

Expiry Date:

[Project Conclusion Date – Admin section – date box entered by staff]

Conditions of Participation

Please read the Conditions of Participation and prior to accepting your offer.

Additional Information (If applicable)

[OPTIONAL Free Text Paragraph – Admin section – text entered by staff if desired]

Accepting your offer

To accept the offer and conditions, please return to the [Year - Program Name] workflow and complete the Offer Acceptance step of the process. The offer will lapse unless the University receives your response within two weeks from the date of this letter. Please note that by accepting this offer, you agree to abide by the conditions of participation and the terms listed for this project.

Congratulations again on being selected to participate in the program. If I can assist by providing any further information, please do not hesitate to contact me using the details listed below.

Yours sincerely,

[Signature block including Unit Coordinators Details]

Conditional Approval email

Dear [Students Name]

Thank you for your recent application to participate in the [Year - Program Name]. We received many exceptional applications.

I am pleased to advise that your application has been conditionally approved, pending fulfilment of the conditions outlined below. Please note that this is not your official letter of offer. Failure to provide the required information will result in your application being withdrawn and no official offer being made:

Conditions of Offer:

[OPTIONAL Free Text Paragraph – Admin section – text entered by staff if desired]

Position:

[Summer/Winter] Research scholar

Organisational Unit:

[Research Unit – drop down box selected by student]

Research Project title:

[Project Title – as selected from the student in the drop down box on their application form]

Supervisor Name:

[Supervisor Details – Admin section – date box entered by staff]

Supervisor Email:

[Supervisor Email – Admin section – date box entered by staff]

Expected Hours of Engagement

You are expected to contribute [Number Hours Required – Admin section – drop down box entered by staff] hours per week towards the project. Variations to this negotiated amount require the approval of your Supervisor. Please refer to Section 3 of the Conditions of Participation for information regarding project engagement.

Commencing Date:

[Project Commencement Date – Admin section – date box entered by staff]

Expiry Date:

[Project Conclusion Date – Admin section – date box entered by staff]

Additional Information (If applicable)

[OPTIONAL Free Text Paragraph – Admin section – staff should outline in this section what the specific conditions are]

If you have any further questions at this stage, please don't hesitate to contact me.

Yours sincerely,

[Signature block including Unit Coordinators Details]

Waitlisted Email

[Current Date]

Dear [Student Full Name],

The first round of offers for the <Summer/Winter> Research Program have been made. Unfortunately you were unsuccessful in receiving an offer at this stage, however you have been placed on a waiting list should further opportunities become available before the program commences.

You will receive a final notification of the outcome of your application via StudentHub once our processes have been finalized.

Should you have any questions, please feel free to contact me.

Kind regards,

[Signature block including Unit Coordinators Details]

Unsuccessful Email

[Current Date]

Dear [Student Full Name],

Thank you for your recent application to participate in the <Summer/Winter> Research Program. We greatly appreciate the effort and time that you put into preparing your application.

We received many strong applications for the program but unfortunately you have been unsuccessful on this occasion. We have provided feedback as follows (if applicable):

[OPTIONAL - Free Text Paragraph – Admin Section – text entered by staff if they have any specific feedback about the application]

We encourage you to apply for future Summer/Winter Research opportunities, and wish you every success in your research and studies.

Kind regards,

[Signature block including Unit Coordinators Details]

Withdrawn Email

[Current Date]

Dear [Student Full Name],

Thank you for your interest to participate in the [Summer/Winter] Research Program.

You are receiving this email as one of the following reasons applies:

- a) you did not accept or decline your offer in StudentHub within the specified time frame OR
- b) you have declined your offer OR
- c) you had accepted but now wish to withdraw from the program prior to commencement OR
- d) the research unit has had to withdraw the project from the program.

As a result, your application has been withdrawn.

We wish you all the best and encourage you to explore other Summer/Winter research opportunities that may be relevant to you.

Yours Sincerely,

[Signature block including Unit Coordinators Details]

For further details, please contact:

Student Enrichment and Employability Development
employability@uq.edu.au
employability.uq.edu.au/summer-winter-research



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