



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to the students when you select an Application Status (Approved, Conditionally Approved, Unsuccessful, Waitlisted or Withdrawn) and then select the 'Update' button on the application form.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 [StudentsName]

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 Student Enrichment and Employability Development (SEED) prior to commencing so temporary access can be arranged. Failure to do so will result in library access being denied which may significantly impact your experience.

Scholarship Details:

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

[Project Duration – Admin section – entered by staff].

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]

COVID-19 Considerations

Due to the COVID-19 physical distancing guidelines, you may be asked or have the opportunity to participate in the research experience under a remote arrangement (i.e. participate from home using your own computer). To ensure you remain safe and can gain access to the relevant software and UQ networks whilst participating remotely, we have developed a COVID-19- Remote Research Considerations document. Please read this carefully prior to accepting your offer and keep in mind that the research unit may have its own access and online delivery requirements.

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.

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.

Conditional Approval email

Dear [Students Name]

Thank you for your recent application to participate in the <Summer/Winter> Research Program. We received many exceptional applications.

I am pleased to advise that your application has been conditionally approved, pending fulfillment 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]

COVID-19 Considerations

Due to the COVID-19 physical distancing guidelines, you may be asked or have the opportunity to participate in the research experience under a remote arrangement (i.e. participate from home using your own computer). To ensure you remain safe and can gain access to the relevant software and UQ networks whilst participating remotely, we have developed a COVID-19 Remote Research Considerations document. Please read this carefully prior to accepting your offer and keep in mind that the research unit may have its own access and online delivery requirements.

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

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 by Student Email

[Current Date]

Dear [Student Full Name],

You are receiving this email because you have either decided to withdraw your application from the program, you didn't accept or decline your offer before the due date, or you accepted an offer but are now withdrawing prior to commencement of the program. The reason for withdrawal from the program is outlined below (if applicable)

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

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]

Withdrawn by Research Unit Email

[Current Date]

Dear [Student Full Name],

You are receiving this email because the project you applied for has been withdrawn by the research unit. We apologise for any inconvenience this may cause and will consider your second preference instead. The reason for withdrawal from the program is outlined below (if applicable)

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

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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