

Summer/Winter Research Program StudentHub Email Templates



StudentHub Email Templates - 2023

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to the students when you select an Application Status (Approved, Conditionally Approved, Unsuccessful, Waitlisted or Withdrawn) and then select the 'Update' button on the application form.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

OFFER FOR 2023 WINTER RESEARCH PROGRAM

Dear [StudentName]

Thank you for your recent application to participate in the 2023 Winter Research Program. We received many 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.

Title

Winter Research Student

Organisational Unit

[Fields.ResearchUnits.Value]

Research Project title

[Fields.SelectedResearchProject.Value]

Supervisor Name

[Fields.ProjectSupervisorDetails2.Value]

Supervisor Email

[Fields.ProjectSupervisor.Value]

Hours of engagement

You are expected to contribute [Fields.NumberHoursRequired.Value] 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 semester, 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.

Grant Details

You will receive a grant of AUD\$2,000 to support your engagement in this educational research experience. The duration of your project will be four (4) weeks.

Commencing Date

26 June 2023

Expiry Date

21 July 2023

Conditions of participation

Please read the [Conditions of Participation](#) prior to accepting your offer.

Additional Information (If applicable)

[Fields.AdditionalInformation.Value]

Virtual or Hybrid Research Experiences

You may be asked or have the opportunity to participate in the research experience under a remote or hybrid 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 [Virtual Research Experience - Top tips](#) resource. 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 or declining your offer

To accept or decline this offer please [return to your Research Program workflow via StudentHub](#) and complete the Offer Acceptance Form. 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.

Yours sincerely,

[Fields.UnitCoordinatorName.Value] | [Fields.UnitCoordinatorPosition.Value] | [Fields.ResearchUnits.Value]
p [Fields.UnitCoordinatorPhone.Value] | e [Fields.UnitCoordinatorEmail.Value] | w [Fields.ResearchUnitWebsite.Value]

The University of Queensland

Brisbane QLD 4072 Australia

ABN: 63 942 912 684

CRICOS PROVIDER NUMBER 00025

Conditional Approval email

Dear [AttachedTo],

Thank you for your recent application to participate in the 2023 Winter Research Program. We received many exceptional applications.

I am pleased to advise that your application has been conditionally approved, pending the 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:

[Fields.AdditionalInformation.Value]

Title

Winter Research Student

Organisational Unit

[Fields.ResearchUnits.Value]

Research Project title

[Fields.SelectedResearchProject.Value]

Supervisor Name

[Fields.ProjectSupervisorDetails2.Value]

Supervisor Email

[Fields.ProjectSupervisor.Value]

Hours of engagement

You are expected to contribute [Fields.NumberHoursRequired.Value] hours per week towards the project for a duration of four weeks. 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

26 June 2023

Expiry Date

21 July 2023

Virtual Research Experiences

You may be asked or have the opportunity to participate in the research experience under a remote or hybrid 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 [Virtual Research Experience - Top tips](#) resource. 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,

[Fields.UnitCoordinatorName.Value] | [Fields.UnitCoordinatorPosition.Value] | [Fields.ResearchUnits.Value]
p [Fields.UnitCoordinatorPhone.Value] | e [Fields.UnitCoordinatorEmail.Value] | w [Fields.ResearchUnitWebsite.Value]

The University of Queensland

Brisbane QLD 4072 Australia

ABN: 63 942 912 684

Waitlisted Email

Dear [AttachedTo],

The first round of offers for the 2023 Winter Research Program has 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 shortly.

Should you have any questions, please feel free to contact me via the details below.

Kind regards,

[Fields.UnitCoordinatorName.Value] | [Fields.UnitCoordinatorPosition.Value] | [Fields.ResearchUnits.Value]
p [Fields.UnitCoordinatorPhone.Value] | e [Fields.UnitCoordinatorEmail.Value] | w [Fields.ResearchUnitWebsite.Value]
The University of Queensland
Brisbane QLD 4072 Australia
ABN: 63 942 912 684
CRICOS PROVIDER NUMBER 00025B

Unsuccessful Email

Dear [AttachedTo],

Thank you for your recent application to participate in the 2023 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, and unfortunately, you were unsuccessful on this occasion.

We encourage you to apply for future [Summer/Winter Research opportunities](#) and wish you every success in your research and studies.

Sincerely,

[Fields.UnitCoordinatorName.Value] | [Fields.UnitCoordinatorPosition.Value] | [Fields.ResearchUnits.Value]
p [Fields.UnitCoordinatorPhone.Value] | e [Fields.UnitCoordinatorEmail.Value] | w [Fields.ResearchUnitWebsite.Value]
The University of Queensland
Brisbane QLD 4072 Australia
ABN: 63 942 912 684
CRICOS PROVIDER NUMBER 00025B

Withdrawn by Student Email

Dear [AttachedTo],

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)

[Fields.AdditionalInformation.Value]

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

Yours Sincerely,

[Fields.UnitCoordinatorName.Value] | [Fields.UnitCoordinatorPosition.Value] | [Fields.ResearchUnits.Value]
p [Fields.UnitCoordinatorPhone.Value] | e [Fields.UnitCoordinatorEmail.Value] | w [Fields.ResearchUnitWebsite.Value]
The University of Queensland
Brisbane QLD 4072 Australia
ABN: 63 942 912 684
CRICOS PROVIDER NUMBER 00025B

Withdrawn by Research Unit Email

Dear [AttachedTo],

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)

[Fields.AdditionalInformation.Value]

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

Yours Sincerely,

[Fields.UnitCoordinatorName.Value] | [Fields.UnitCoordinatorPosition.Value] | [Fields.ResearchUnits.Value]
p [Fields.UnitCoordinatorPhone.Value] | e [Fields.UnitCoordinatorEmail.Value] | w [Fields.ResearchUnitWebsite.Value]
The University of Queensland
Brisbane QLD 4072 Australia
ABN: 63 942 912 684
CRICOS PROVIDER NUMBER 00025B

For further details, please contact:

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

Updated 27 February 2023