**User Creation Notification**

|  |  |  |
| --- | --- | --- |
| **From:** | <<SystemEmailAddress>> | |
| **To:** | <<UserEmailAddress>> | |
| **Subject:** | Invitation to Join UCL Prism as <<Context>>\* | |
| **Message:** | Dear <<UserFirstName>>,  <<CreatorFirstName>> <<CreatorLastName>> has invited you to register with UCL Prism in the role of <<Context>>\*.  Register to start using UCL Prism in this role.  <<RegisterButton>>  With best regards,  UCL Prism | |
| **Contexts\*** | **Superadministrator** | System Administrator |
| **Administrator** | Administrator for <<ProgrammeLink/Name>> |
| **Default Reviewer** | Default Reviewer for <<ProgrammeLink/Name>> |
| **Default Interviewer** | Default Interviewer for <<ProgrammeLink/Name>> |
| **Default Supervisor** | Default Supervisor for <<ProgrammeLink/Name>> |
| **Approver** | Approver for <<ProgrammeLink/Name>> |

|  |  |
| --- | --- |
| Name | newUserNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.NewUserNotificationTask |
| Subject-Code | registration.invitation |
| Template | private/staff/mail/new\_user\_suggestion.ftl |

**Registration Confirmation**

|  |  |  |
| --- | --- | --- |
| **From:** | <<SystemEmailAddress>> | |
| **To:** | <<UserEmailAddress>> | |
| **Subject:** | Your Registration for UCL Prism | |
| **Message:** | Dear <<UserFirstName>>,  Thank you for your registration for UCL Prism. To login and <<Context>>\*, please confirm your registration. You will be asked to login.  <<ConfirmRegistrationButton>>  With best regards,  UCL Prism | |
| **Contexts\*** | **Superadministrator** | continue |
| **Administrator** | continue |
| **Default Reviewer** | continue |
| **Default Interviewer** | continue |
| **Default Supervisor** | continue |
| **Approver** | continue |
| **Applicant** | complete your application |
| **Application Referee** | complete your reference |
| **Application Reviewer** | complete your review |
| **Application Interviewer** | view the application |
| **Application Supervisor** | view the application |

|  |  |
| --- | --- |
| Name |  |
| Class | com.zuehlke.pgadmissions.services.RegistrationService |
| Subject-Code | registration.confirmation |
| Template | private/pgStudents/mail/registration\_confirmation.ftl |

**Application Update Notification**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<Administrator/Interviewer/ApproverEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Update Notification |
| **Message:** | Dear <<Administrator/Interviewer/ApproverFirstName>>,  <<ApplicantFirstName>> <<ApplicantLastName>> has updated Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | updateNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.ApplicationUpdatedNotificationTask |
| Subject-Code | application.update |
| Template | private/staff/admin/mail/application\_updated\_confirmation.ftl |

**Application Withdrawal Notification**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<Administrator/Interviewer/SupervisorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<Programme Name>> - Withdrawal Notification |
| **Message:** | Dear <<Administrator/Interviewer/SupervisorFirstName>>,  <<ApplicantFirstName>> <<ApplicantLastName>> has withdrawn Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name |  |
| Class | com.zuehlke.pgadmissions.services.MailService |
| Subject-Code | application.withdrawal |
| Template | private/staff/mail/application\_withdrawn\_notification.ftl |

**Validation Notification (Application Submission)**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ApplicantEmailAddress>> |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> |
| **Message:** | Dear <<ApplicantFirstName>>,  Thank you for your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>. **Please quote your application number in all correspondence.**  Out recruitment office will now make a preliminary assessment of your application. We aim to be back in contact with the outcome of this assessment by close of business on <<ValidationStageDeadline>>.  <<View/UpdateApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | applicantSubmissionNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.StateChangeNotificationTask |
| Subject-Code | validation.submission.applicant |
| Template | private/pgStudents/mail/application\_submit\_confirmation.ftl |

**Validation Request**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Validation Request |
| **Message:** | Dear <<AdministratorFirstName>>,  <<ApplicantFirstName>> <<ApplicantLastName>> has submitted an Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  **You must now evaluate their application and select the next action.**  <<ValidateApplicationButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminSubmissionNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.StateChangeNotificationTask |
| Subject-Code | validation.request |
| Template | private/staff/admin/mail/application\_submit\_confirmation.ftl |

**Validation Request Reminder**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Validation Request |
| **Message:** | Dear <<AdministratorFirstName>>,  We recently informed you that <<ApplicantFirstName>> <<ApplicantLastName>> has submitted a new Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  **You must now evaluate their application and select the next action.**  <<ValidateApplicationButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminValidationReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReminderTimerTask |
| Subject-Code | validation.request.reminder |
| Template | private/staff/admin/mail/application\_validation\_reminder.ftl |

**Reference Request**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<RefereeEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Reference Request |
| **Message:** | Dear <<RefereeFirstName>>,  <<ApplicantFirstName>> <<ApplicantLastName>> has submitted an Application <<ApplicationId>> for postgraduate research study at <<UCLHomePageLink>> in <<ProgrammeLink/Name>>.  You have been nominated as one of their referees.  You are asked to complete a short questionnaire confirming their suitability for postgraduate research study. If you feel unable to do this, you may also decline. **Be aware that declining to provide a reference may reduce the applicant’s chances of securing a study place.**  <<ProvideReferenceButton>><<DeclineButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | refereeNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.RefereeNotificationTask |
| Subject-Code | reference.request |
| Template | If Referee user is already registered:  private/referees/mail/existing\_user\_referee\_notification\_email.ftl  Otherwise:  private/referees/mail/referee\_notification\_email.ftl |
|  | Maybe different text for new users (i.e. hint for registering first)? |

**Reference Request Reminder**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<RefereeEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Reference Request |
| **Message:** | Dear <<RefereeFirstName>>,  We recently informed you that<<ApplicantFirstName>> <<ApplicantLastName>> has submitted an Application <<ApplicationId>> for postgraduate research study at <<UCLHomePageLink>> in <<ProgrammeLink/Name>>.  You have been nominated as one of their referees.  You are asked to complete a short questionnaire confirming their suitability for postgraduate research study. If you feel unable to do this, you may also decline. **Be aware that declining to provide a reference may reduce the applicant’s chances of securing a study place.**  <<ProvideReferenceButton>><<DeclineButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | refereeReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.RefereeReminderTask |
| Subject-Code | reference.request.reminder |
| Template | If Referee user is already registered:  private/referees/mail/existing\_user\_referee\_reminder\_email.ftl  Otherwise:  private/referees/mail/referee\_reminder\_email.ftl |
|  | Maybe different text for new users (i.e. hint for registering first)? |

**Reference Notification (Administrator)**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<Administrator/Interviewer/ApproverEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Reference Provided |
| **Message:** | Dear <<Administrator/Interviewer/ApproverFirstName>>,  <<RefereeFirstName>> <<RefereeLastName>> has provided their reference for <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name |  |
| Class | com.zuehlke.pgadmissions.services.RefereeService |
| Subject-Code | reference.provided.admin |
| Template | private/staff/admin/mail/reference\_submit\_confirmation.ftl |

**Reference Notification (Applicant)**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ApplicantEmailAddress>> |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> - Reference Provided |
| **Message:** | Dear <<ApplicantFirstName>>,  <<RefereeFirstName>> <<RefereeLastName>> has provided their reference for your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<View/UpdateApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name |  |
| Class | com.zuehlke.pgadmissions.services.RefereeService |
| Subject-Code | reference.provided.applicant |
| Template | private/pgStudents/mail/reference\_respond\_confirmation.ftl |

**Review Notification**

|  |  |  |
| --- | --- | --- |
| **From:** | <<SystemEmailAddress>> | |
| **To:** | <<ApplicantEmailAddress>> | |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> - Validation Outcome | |
| **Message:** | Dear <<ApplicantFirstName>>,  <<Context>>\*. We aim to be back in contact with the outcome of this assessment by close of business on <<ReviewStageDeadline>>.  <<View/UpdateApplicationButton>>  With best regards,  UCL Prism | |
| **Contexts\*** | **Not After Review** | We are pleased to inform you that your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has been advanced to academic review.  An academic panel will now make a detailed assessment of your application |
| **After Review** | Your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has been advanced to a further stage of academic review.  An academic panel will now make a further detailed assessment of your application |

|  |  |
| --- | --- |
| Name | moveToReviewNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.StateChangeNotificationTask |
| Subject-Code | review.notification.applicant |
| Template | private/pgStudents/mail/moved\_to\_review\_notification.ftl |

**Review Request**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ReviewerEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Review Request |
| **Message:** | Dear <<ReviewerFirstName>>,  <<ApplicantFirstName>> <<ApplicantLastName>> has submitted an Application <<ApplicationId>> for postgraduate research study at <<UCLHomePageLink>> in <<ProgrammeLink/Name>>.  You have been selected to review their application.  You are asked to complete a short questionnaire confirming their suitability for postgraduate research study. If you feel unable to do this, you may also decline. **Be aware that declining to provide a review may reduce the applicant’s chances of securing a study place.**  <<ProvideReviewButton>><<DeclineButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | reviewerNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.ReviewerNotificationTask |
| Subject-Code | review.request |
| Template | private/reviewers/mail/reviewer\_notification\_email.ftl |

**Review Request Reminder**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ReviewerEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Review Request |
| **Message:** | Dear <<ReviewerFirstName>>,  We recently informed you that <<ApplicantFirstName>> <<ApplicantLastName>> has submitted an Application <<ApplicationId>> for postgraduate research study at <<UCLHomePageLink>> in <<ProgrammeLink/Name>>.  You have been selected to review their application.  You are asked to complete a short questionnaire confirming their suitability for postgraduate research study. If you feel unable to do this, you may also decline. **Be aware that declining to provide a review may reduce the applicant’s chances of securing a study place.**  <<ProvideReviewButton>><<DeclineButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | reviewerReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.ReviewerReminderTask |
| Subject-Code | review.request.reminder |
| Template | private/reviewers/mail/reviewer\_reminder\_email.ftl |

**Review Confirmation**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Review Provided |
| **Message:** | Dear <<AdministratorFirstName>>,  The reviewer <<ReviewerFirstName>> <<ReviewerLastName>> has provided their review for <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminReviewFeedbackNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReviewFeedbackNotificationTask |
| Subject-Code | review.provided.admin |
| Template | private/staff/admin/mail/review\_submission\_notification.ftl |

**Review Evaluation Request**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Review Evaluation Request |
| **Message:** | Dear <<AdministratorFirstName>>,  The review period for <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has expired.  **You must now evaluate the feedback and select the next action.**  <<EvaluateFeedbackButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminReviewReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReminderTimerTask |
| Subject-Code | review.evaluation |
| Template | private/staff/admin/mail/application\_review\_eval\_request.ftl |

**Review Evaluation Request Reminder**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Review Evaluation Request |
| **Message:** | Dear <<AdministratorFirstName>>,  We recently informed you that the review period for <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has expired.  **You must now evaluate the feedback and select the next action.**  <<EvaluateFeedbackButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminReviewReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReminderTimerTask |
| Subject-Code | review.evaluation.reminder |
| Template | private/staff/admin/mail/application\_review\_reminder\_first.ftl |

**Interview Notification (Applicant)**

|  |  |  |
| --- | --- | --- |
| **From:** | <<SystemEmailAddress>> | |
| **To:** | <<ApplicantEmailAddress>> | |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> - <<PreviousStage>> Outcome | |
| **Message:** | Dear <<ApplicantFirstName>>,  <<Context>>\*  The interview will take place at <<InterviewTime>> on <<InterviewDate>>.  <<InterviewInstructions>>  <<GetDirectionsButton>><<View/UpdateApplicationButton>>.  Please let us know by <<EmailAdministratorLink>> if you are unable to attend.  With best regards,  UCL Prism | |
| **Contexts\*** | **Not After Interview** | We are pleased to confirm that your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has been advanced to interview. |
| **After Interview** | We can confirm that your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has been advanced to a further stage of interview. |

|  |  |
| --- | --- |
| Name | moveToInterviewNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.StateChangeNotificationTask |
| Subject-Code | interview.notification.applicant |
| Template | private/pgStudents/mail/moved\_to\_interview\_notification.ftl |

**Interview Notification (Interviewer)**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<InterviewerEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Interview Confirmation |
| **Message:** | Dear <<InterviewerFirstName>>,  We can confirm the arrangements for your interview of <<ApplicantFirstName>> <<ApplicantLastName>> in connection with Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  The interview will take place at <<InterviewTime>> on <<InterviewDate>>.  <<InterviewInstructions>>  <<GetDirectionsButton>><<ViewApplicationButton>>.  Please let us know by <<EmailAdministratorLink>> if you are unable to attend.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | interviewerNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.InterviewerNotificationTask |
| Subject-Code | interview.notification.interviewer |
| Template | private/interviewers/mail/interviewer\_notification\_email.ftl |

**Interview Feedback Request**

|  |  |
| --- | --- |
| From: | <<SystemEmailAddress>> |
| To: | <<InterviewerEmailAddress>> |
| Subject: | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Interview Feedback Request |
| Message: | Dear <<InterviewerFirstName>>,  Please provide feedback on your recent interview of <<ApplicantFirstName>> <<ApplicantLastName>> in connection with Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ProvideFeedbackButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | interviewerReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.InterviewerReminderTask |
| Subject-Code | interview.feedback.request |
| Template | private/interviewers/mail/interviewer\_reminder\_email\_first.ftl |

**Interview Feedback Reminder**

|  |  |
| --- | --- |
| From: | <<SystemEmailAddress>> |
| To: | <<InterviewerEmailAddress>> |
| Subject: | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Interview Feedback Request |
| Message: | Dear <<InterviewerFirstName>>,  This is a reminder to provide feedback on your recent interview of <<ApplicantFirstName>> <<ApplicantLastName>> in connection with Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ProvideFeedbackButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | interviewerReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.InterviewerReminderTask |
| Subject-Code | interview.feedback.request.reminder |
| Template | private/interviewers/mail/interviewer\_reminder\_email.ftl |

**Rejection Notification (Applicant)**

|  |  |  |
| --- | --- | --- |
| **From:** | <<SystemEmailAddress>> | |
| **To:** | <<ApplicantEmailAddress>> | |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> - <<PreviousStage>> Outcome | |
| **Message:** | Dear <<ApplicantFirstName>>,  Our <<Context>>\* have completed their assessment of your Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  We regret to inform you that your application was rejected for the following reason: <<ReasonForRejection>>.  <<BrowseOtherProgrammesButton>>  We wish you success in your search for postgraduate study.  With best regards,  UCL Prism | |
| **Contexts\*** | **After Validation** | recruitment office |
| **After Review** | academic review panel |
| **After Interview** | interview panel |

|  |  |
| --- | --- |
| Name | moveToRejectNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.StateChangeNotificationTask |
| Subject-Code | rejection.notification |
| Template | private/pgStudents/mail/rejected\_notification.ftl |

**Reviewer Assignment Notification**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Additional Reviewers Assigned |
| **Message:** | Dear <<AdministratorFirstName>>,  The reviewer <<ReviewerFirstName>> <<ReviewerLastName>> has assigned additional reviewers to the review panel for <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminAssignedReviewerNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReviewerAssignedNotificationTask |
| Subject-Code | reviewer.assigned.admin |
| Template | private/staff/admin/mail/reviewer\_assigned\_notification.ftl |

**Interview Feedback Confirmation**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Interview Feedback Provided |
| **Message:** | Dear <<AdministratorFirstName>>,  The Interviewer <<InterviewerFirstName>> <<InterviewerLastName>> has provided their interview feedback for <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminInterviewFeedbackNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminInterviewFeedbackNotificationTask |
| Subject-Code | interview.feedback.notification |
| Template | private/staff/admin/mail/interview\_submission\_notification.ftl |

**Interview Evaluation Request**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Interview Evaluation Request |
| **Message:** | Dear <<AdministratorFirstName>>,  The interview for <<ApplicantFirstName>> <<ApplicantLastName>> in connection with Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has taken place.  **You must evaluate the feedback and select the next action.**  <<EvaluateFeedbackButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminInterviewReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReminderTimerTask |
| Subject-Code | interview.feedback.evaluation.reminder |
| Template | private/staff/admin/mail/application\_interview\_reminder.ftl |

**Interview Evaluation Reminder**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Interview Evaluation Request |
| **Message:** | Dear <<AdministratorFirstName>>,  We recently informed you that the interview for <<ApplicantFirstName>> <<ApplicantLastName>> in connection with Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> has taken place.  **You must evaluate the feedback and select the next action.**  <<EvaluateFeedbackButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminInterviewReminderTimerTask |
| Class | com.zuehlke.pgadmissions.timers.AdminReminderTimerTask |
| Subject-Code | interview.feedback.evaluation.reminder |
| Template | private/staff/admin/mail/application\_interview\_reminder.ftl |

**Rejection Notification (Administrator/Supervisor/Approver)**

|  |  |
| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<Administrator/Supervisor/ApproverEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Rejection Notification |
| **Message:** | Dear <<Administrator/Supervisor/ApproverFirstName>>,  <<Administrator/ApproverFirstName>> <<Administrator/ApproverLastName>> has rejected <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>> for the following reason: <<ReasonForRejection>>.  <<ViewApplicationButton>>  With best regards,  UCL Prism |

|  |  |
| --- | --- |
| Name | adminRejectNotificationTask |
| Class | com.zuehlke.pgadmissions.timers.AdminRejectNotificationTask |
| Subject-Code | rejection.notification |
| Template | private/staff/admin/mail/rejected\_notification.ftl |

**Validation Support Request**

|  |  |
| --- | --- |
| **From:** | <<AdministratorEmailAddress>> |
| **To:** | <<RegistryContactEmailAddress>> |
| **Cc:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Validation Support Request |
| **Attachment** | <<Application>> |
| **Message:** | Dear <<RegistryContactFirstName>>  <<ApplicantFirstName>> <<ApplicantLastName>> has submitted an Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  Please find attached their application.  We are unable to make a confident preliminary assessment of their student fees status and eligibility for postgraduate research study at UCL.  **We would be grateful for your assessment of the following:**   * Is the applicant qualified for postgraduate study at UCL (yes/no/unsure\*)? * Does the applicant meet the required level of English language competence (yes/no/unsure\*)? * What is the applicant's fee status (home/overseas)?   *\*e.g. Refer to Dean of Students.*  To progress the application without unreasonable delay to the applicant, we would hope to receive your response within <<AdmissionsValidationServiceLevel>>.  Please contact me should you have any questions.  With best regards,  <<AdministratorFirstName>> |

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| Name |  |
| Class | com.zuehlke.pgadmissions.mail.RegistryMailSender |
| Subject-Code | validation.request.registry.contacts |
| Template | private/staff/admin/mail/registry\_validation\_request.ftl |

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| --- | --- |
| **Name** |  |
| Class | com.zuehlke.pgadmissions.services.UserService |
| Subject-Code | registration.confirmation.referee |
| Template | private/referees/mail/register\_referee\_confirmation.ftl |
|  | Confirmation of registration for referees |

**Approval Notification**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ApplicantEmailAddress>> |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> - <<PreviousStage>> Outcome |
| **Message:** | Dear <<ApplicantFirstName>>,  We are pleased to confirm that your Application <<ApplicationId>> for <<ProgrammeLink/Name>> has been advanced to approval. At this stage, your study programme director evaluates and authorises your application.  **Please note that this does not constitute a legally binding offer of study.**  Your study programme director will authorise your application. Following this, your application will be passed to UCL Admissions to generate your offer of study.  **You must be in possession of an offer of study in order to enrol.**  <<View/UpdateApplicationButton>>  With best regards,  UCL Prism |

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| Name | moveToApprovalNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.services. StateChangeNotificationTask |
| Subject-Code | approval. notification.applicant |
| Template | private/pgStudents/mail/moved\_to\_approval\_notification.ftl |
|  | Notification to applicant of moving to approval phase |

**Approval Request**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ApproverEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Approval Request |
| **Message:** | Dear <<ApproverFirstName>>,  It is recommended that <<ApplicantFirstName>> <<ApplicantLastName>> be admitted to UCL <<ProgrammeLink/Name>>.  **You must authorise their Application <<ApplicationId>> for it to be passed to UCL Admissions to generate a legally binding offer of study.**  <<AuthoriseApplicationButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

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| Name | approverApprovalNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.services. ApproverNotificationTask |
| Subject-Code | approval.notification.approver |
| Template | private/approvers/mail/approval\_notification\_email.ftl |
|  | Notification to approvers of moving to approval phase |

**Approval Request Reminder**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ApproverEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Approval Request |
| **Message:** | Dear <<ApproverFirstName>>,  We recently informed you that it is recommended that <<ApplicantFirstName>> <<ApplicantLastName>> be admitted to UCL <<ProgrammeLink/Name>>.  **You must authorise their Application <<ApplicationId>> for it to be passed to UCL Admissions to generate a legally binding offer of study.**  <<AuthoriseApplicationButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

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| Name | approverApprovalNotificationTask |
| Class | com.zuehlke.pgadmissions.timers.RegisteredUserReminderTask |
| Subject-Code | approval.request.reminder |
| Template | private/ approvers/mail/application\_approval\_notification.ftl |
|  | Reminders to approvers for rejecting/approving |

**Approval Restart Request**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Restart Approval Request |
| **Message:** | Dear <<AdministratorFirstName>>,  <<ApproverFirstName>> <<ApproverLastName>> is unable to complete their authorisation of <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  The following reason was given: <<Explanation>>.  **You must restart the approval stage for the application to progress.**  <<RestartApprovalButton>>  We will send reminders until you respond to this request.  With best regards,  UCL Prism |

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| Name |  |
| Class | com.zuehlke.pgadmissions.services.ApprovalService |
| Subject-Code | application.approvalRestart |
| Template | private/staff/admin/mail/restart\_approval\_request.ftl |
|  | Request email for Admins to restart the approval phase |

**Approval Restart Request Reminder**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<AdministratorEmailAddress>> |
| **Subject:** | REMINDER: <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Restart Approval Request |
| **Message:** | Dear <<AdministratorFirstName>>,  We recently informed you that <<ApproverFirstName>> <<ApproverLastName>> is unable to complete their authorisation of <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  The following reason was given: <<Explanation>>.  **You must restart the approval stage for the application to progress.**  <<RestartApprovalButton>>  We will continue to send reminders until you respond to this request.  With best regards,  UCL Prism |

**Supervisor Notification**

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| **From:** | <<SystemEmailAddress>> |
| **To:** | <<SupervisorFirstName>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for UCL <<ProgrammeName>> - Supervision Confirmation |
| **Message:** | Dear <<SupervisorFirstName>>,  This is to confirm your intention to supervise <<ApplicantFirstName>> <<ApplicantLastName>> in connection with their Application <<ApplicationId>> for UCL <<ProgrammeLink/Name>>.  The application is undergoing authorisation by the study programme director. We aim to be back in contact with the outcome of this process by close of business on <<ApprovalStageDeadline>>.  <<ViewApplicationButton>>  Please let us know by <<EmailAdministratorLink>> if you are unable to supervise.  With best regards,  UCL Prism |

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| Name | supervisorNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.SupervisorNotificationTask |
| Subject-Code | supervisor.notification |
| Template | private/supervisors/mail/supervisor\_notification\_email.ftl |

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| Name |  |
| Class | com.zuehlke.pgadmissions.services.UserService |
| Subject-Code | account.updated.confirmation |
| Template | private/mail/account\_updated\_confirmation.ftl |
|  | Confirmation of account update |

**Approved Notification (Applicant)**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<ApplicantEmailAddress>> |
| **Subject:** | Application <<ApplicationId>> for UCL <<ProgrammeName>> - Approval Outcome |
| **Message:** | Dear <<ApplicantFirstName>>,  We are pleased to confirm that your Application <<ApplicationId>> for <<ProgrammeLink/Name>> has been authorised.  **Please note that this does not constitute a legally binding offer of study.**  UCL Admissions will now evaluate your application and generate an offer of study.  **You must be in possession of an offer of study in order to enrol.**  Your offer of study will contain enrolment instructions and details of any conditions that you must meet in order to be permitted to enrol.  You should expect to receive notification from UCL admissions within <<AdmissionsOfferServiceLevel>>.  Should you have any further questions on your application, you should now refer them to one of the following UCL Admissions contacts:   * <<RegistryContact1EmailLink>> * <<RegistryContact2EmailLink>> * <<RegistryContact3EmailLink>>   **Your candidate number for their reference is <<SitsApplicationId>>. Please quote this number in all correspondence with them.**  With best regards,  UCL Prism |

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| --- | --- |
| Name | moveToApprovedNotificationTimerTask |
| Class | com.zuehlke.pgadmissions.timers.StateChangeNotificationTimerTask |
| Subject-Code | approved.notification.applicant |
| Template | Private/pgStudents/mail/moved\_to\_approved\_notification.ftl |
|  | Notify applicants that the application is moved to approved |

**Approved Notification (Administrator/Supervisor)**

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| --- | --- |
| **From:** | <<SystemEmailAddress>> |
| **To:** | <<Administrator/SupervisorEmailAddress>> |
| **Subject:** | <<ApplicantFirstName>> <<ApplicantLastName Application <<ApplicationId>> for UCL <<ProgrammeName>> - Approval Outcome |
| **Message:** | Dear <<Administrator/SupervisorFirstName>>,  <<ApproverFirstName>> <<ApproverLastName>> has authorised <<ApplicantFirstName>> <<ApplicantLastName>> Application <<ApplicationId>> for <<ProgrammeLink/Name>>.  **Please note that this does not constitute a legally binding offer of study.**  UCL Admissions will now evaluate the application and generate an offer of study. We expect this to happen within <<AdmissionsOfferServiceLevel>>.  Should you have any further questions on the application, you should now refer them to one of the following UCL Admissions contacts:   * <<RegistryContact1EmailLink>> * <<RegistryContact2EmailLink>> * <<RegistryContact3EmailLink>>   **The candidate number for their reference is <<SitsApplicationId>>. Please quote this number in all correspondence with them.**  With best regards,  UCL Prism |

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| Name | adminApprovedNotificationTask |
| Class | com.zuehlke.pgadmissions.timers.AdminApprovedNotificationTask |
| Subject-Code | approved.notification |
| Template | private/staff/admin/mail/approved\_notification.ftl |
|  | Notification email to Admins when approver approves application. |