

Type	Progress	Award	Study Aim
Proceed at current level	A2	-	UG/PG

# Important information regarding your results



# UNIVERSITY OF PLYMOUTH

## Congratulations on passing your modules!

You have reached the required level of achievement and may proceed on the current level of study at HNDC, and the following information has been prepared to help explain your assessment results.

For more detail to accompany the brief points below, please visit [www.plymouth.ac.uk/results](http://www.plymouth.ac.uk/results)

- **Confirmation of marks**

Please see the above link for a detailed explanation of the policies and procedures leading to the publication of your results.

- **Appeals**

If you wish to appeal against the decision of the Award Assessment Board, you must do so by 12th August 2020.

- **Extenuating Circumstances**

If you have submitted valid extenuating circumstances during the year, these will have been considered by the Award Assessment Board.

If you have passed a module but have valid extenuating circumstances for non-submission of an assessment (either standard extenuating circumstances or as part of the Safety Net), you may request a same attempt referral by emailing your Partner Institution at the address below. Please be aware that any referral will be in the entire element; as such your marks may go down as well as up. Marks already achieved for that element will be overwritten. The deadline for requesting a referral attempt is 29th July 2020.

If you have any further questions, please contact Dr Fotios Moustakis - Tel: 44+ (0)1752-585575 - [fotios.moustakis@plymouth.ac.uk](mailto:fotios.moustakis@plymouth.ac.uk) or see the Student Handbook at <https://www.plymouth.ac.uk/studenthandbook>

If you **do not** wish to continue with your studies, please see overleaf.

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If you **do not** wish to continue with your studies, it may be possible for you to:

○ **Suspend your studies**

Suspension of studies means taking a year or more out from your studies but remaining registered on your programme. Subject to a 'maximum period of registration', you could later resume your studies. To discuss this option, please contact Dr Fotios Moustakis - Tel: 44+ (0)1752-585575 - [fotios.moustakis@plymouth.ac.uk](mailto:fotios.moustakis@plymouth.ac.uk).

○ **Withdraw from your studies**

If you withdraw, you will cease being a student at HNDC and the University of Plymouth and would need to re-apply if you decided to study at the University in future. To withdraw, please complete and return the form below as soon as possible to:

Dr Fotios Moustakis - Tel: 44+ (0)1752-585575 - [fotios.moustakis@plymouth.ac.uk](mailto:fotios.moustakis@plymouth.ac.uk)



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**Surname:**

**Forename(s):**

**Student number:**

I wish to withdraw and collect any award to which I am entitled. I understand that I will cease being a student at HNDC and the University of Plymouth and would need to re-apply if I decide to study at HNDC and the University in future.

**Signature:**

**Date:**



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If you withdraw from your studies, please note the following:

▪ **New Transcript**

You will receive a new transcript confirming that we have amended your records.

▪ **Graduation Ceremony**

If you become entitled to an award upon withdrawal, you may be eligible to attend the Academic Partnerships graduation ceremony.

To book tickets once you have notified your withdrawal to your partner institution and for more information, please visit [www.plymouth.ac.uk/graduation](http://www.plymouth.ac.uk/graduation)

If you have any queries or if you require this in a larger print, please contact Kirsty Taylor – 01752 587519 or email [kirsty.taylor@plymouth.ac.uk](mailto:kirsty.taylor@plymouth.ac.uk)