

Type	Progress	Award	Study Aim
T115.JUL.PG.INTERIM	A1	-	PG

Important information regarding your results



UNIVERSITY OF
PLYMOUTH

Congratulations on passing your modules!

Results for one or more modules in this academic year have yet to be confirmed. These will be published in December 2019 when you will receive another transcript.

For more detail to accompany the brief points below, please visit 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 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**

You would still be regarded by the Award Assessment Board as attempting all of the modules you have enrolled to take over the current academic year. However, if you were due to enrol for further modules over the next academic year, you may be able to take a year or more out from your studies whilst remaining registered on your programme. To discuss this option, please contact Dr Fotios Moustakis - Tel: 44+ (0)1752-585575 - fotios.moustakis@plymouth.ac.uk.

○ **Withdraw from your studies**

If you withdraw, you will cease being a student at HNDC and University of Plymouth, would be unable to complete any remaining modules this academic year 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



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:



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

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