

Type	Publication	Progress	Award	Study Aim
T205.SEP.UG.TOPUP	16/09/20	-	Pass Degree (non-honours)	UG

Important information regarding your results



UNIVERSITY OF
PLYMOUTH

Congratulations on completing your degree at the University of Plymouth!

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.

- **Graduation ceremony**

Your certificate will be issued in August so please ensure your home address is up to date. Graduation is provisionally scheduled 9th-18th February 2021 subject to the lifting of restrictions on large gatherings. You will receive an email in October when booking is due to open. For further details please click [here](#)

- **Appeals**

If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Wednesday 30 September 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 EC's for non-submission of an assessment (either standard EC's or as part of the safety net), you may request a same attempt referral by emailing your faculty office 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 as marks already achieved for that element will be overwritten. The deadline for requesting a referral attempt is Wednesday 30th September 2020.

- **Outstanding Debts**

If you have any outstanding University debts, you may be unable to receive your award or attend the graduation ceremony. Please contact Finance & Sustainability on 01752 588130 or email tuitionfees@plymouth.ac.uk

- **Alumni**

After you leave the University, you automatically become a member of our alumni community, with access to a range of benefits, including careers support for life, networking events, our online mentoring platform Plymouth Connect, and discounts on many postgraduate courses. As your University email account will close, it's important to provide a personal email address so we can continue to keep in touch with you. Please [click here](#) to update your contact details.

Approximately 15 months after the end of your course, you will be asked to complete the national [Graduate Outcomes survey](#). Your contribution will help us to shape the future of your programme, so please ensure that you contact details are up to date and that you take

Type	Publication	Progress	Award	Study Aim
T205.SEP.UG.TOPUP	16/09/20	-	Pass Degree (non-honours)	UG

the time to respond when it arrives.

If you have any further questions please contact your Faculty or see the **Student Handbook** at <https://www.plymouth.ac.uk/studenthandbook>

Faculty of Arts, Humanities & Business

Tel: 01752 585020

Email: FoAHBAdmin@plymouth.ac.uk

Application for Honours top-up

If you wish to continue your studies over the next academic year for an honours degree, please complete this form and return it to the Faculty Office by **Wednesday 30th September 2020**. We will then send you enrolment information for the next academic year. Please note:

- You will require a total of 120 level 6 credits for an Honours degree, so you will need to check the total you have achieved so far and register for the appropriate number to bring the total up to 120.
- If you are undertaking less than 120 credits you will be registered as a part-time student on a full time course next year.
- For information about tuition fees, please visit <http://www.plymouth.ac.uk/money>. Please note that you will be liable for the fees for any modules you undertake over the next academic year.
- If you are undertaking a project or dissertation as part of your top up year it is likely that you have already been in touch with your project advisor. You are advised to keep in regular contact with your project advisor and it is your responsibility to ensure you have the information required in respect of submission deadlines etc.
- For advice, please consult with your Faculty Office.

Please email this form to: science.engineering@plymouth.ac.uk



I wish to apply to top up to honours over the next academic year

Surname:

Forename(s):

Student number:

Module(s) required for top-up

Note that these plus the modules you have passed must total 120 credits

Module Code

Module Title
