

Type	Publication	Progress	Award	Study Aim
T256.SEP.UG	16/09/20	A3	-	UG

Important information regarding your results



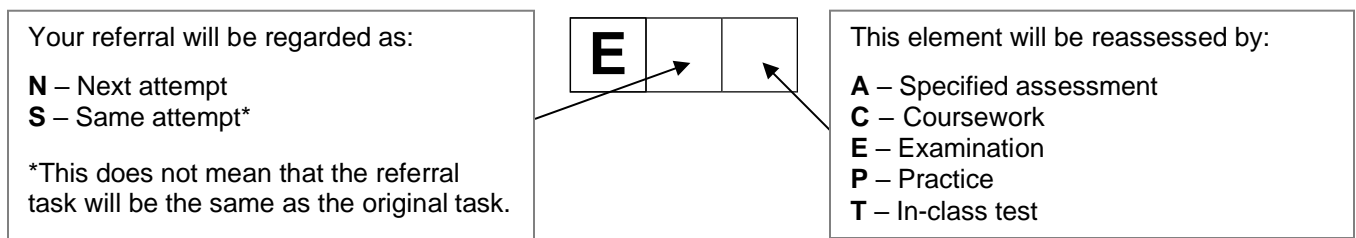
UNIVERSITY OF
PLYMOUTH

You have not yet passed all of your modules.

You must complete an **exceptional referral** assessment before you can complete your studies.

Please take a careful look at your transcript. There is a key to the codes used on the reverse.

A three-letter code beginning with **E** next to one or more elements is a referral code which means you must complete further assessment in that element for the corresponding module. An element is **coursework, examination, practice, in-class test** or **pass/fail assessment**. The other two letters indicate whether the exceptional referral is as a **S** same or **N** next attempt and how the element will be reassessed.



Here are some examples:

ENC against **coursework** means that you have been **referred in that coursework** and must complete **reassessment by coursework** and this would be regarded as your next attempt.

ESC against **coursework** means that you have been **referred in that coursework** and must complete **reassessment by coursework** and this would be regarded as the same attempt.

Instructions for your exceptional referral work will follow by Monday 28th September 2020 by email Please ensure that you check your University of Plymouth email address regularly. In the event of you failing your exceptional referral work, you may be unable to achieve your award, regardless of your performance in the other modules. It is extremely important that you ensure that we receive your completed work by 12 noon on Thursday 10 December 2020 if the form of your referral is coursework. If you have to re-sit a formal exam assessment (modules for professional accreditation) you will do so in either January 2021 or May 2021 (you will be advised of the timing in due course).

If you are unsure of anything or think that you will not be able to complete your work on time, please contact your faculty urgently.

Results of your referral

The provisional result of your referral will be available in your online Statement of Results within 20 working days of the deadline. Your referral result will be confirmed when your results are published next July.

For more detail to accompany the brief points below, please visit www.plymouth.ac.uk/results

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- **Confirmation of marks**

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

- **Enrolment for next year**

To continue with your studies over the next academic year, you must now complete the online enrolment process now.

- **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.

- **Outstanding Debts**

If you have any outstanding debts with the University, you may be unable continue with your studies. Please contact Finance & Sustainability on 01752 588130 or email tuitionfees@plymouth.ac.uk

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