

Type	Progress	Award	Study Aim
T120.JUL.UGPG.ETC	B1	No Award - Referred	UG/PG

# Important information regarding your results



# UNIVERSITY OF PLYMOUTH

You have **not yet passed all of your modules**.  
You must complete one or more **referral** assessments.

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 **R** 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 referral is as a **S** same or **N** next attempt, and how the element will be reassessed.

<p>Your referral will be regarded as:</p> <p><b>N</b> – Next attempt <b>S</b> – Same attempt*</p> <p>*This does not mean that the referral task will be the same as the original task.</p>		<p>This element will be reassessed by:</p> <p><b>A</b> – Specified assessment <b>C</b> – Coursework <b>E</b> – Examination <b>P</b> – Practice <b>T</b> – In-class test</p>
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Here are some examples:

**RNC** 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.

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

This is what you need to do:

- 1) **Now** – Referral tasks will be detailed in your BCOM Results letter. You will receive this from the Registry via email. If you have any questions, please contact Registry. For some modules, there may be more than one task according to the element the task is to cover, please ensure that you complete the correct task(s). If you encounter any difficulties, you must contact Registry urgently. Your work must be submitted exactly in accordance with instructions we must receive all of your completed tasks by the formal deadline of **15.00hrs on Monday 16<sup>th</sup> August 2021**.
- 2) **Monday 15<sup>th</sup> February 2021 – Deadline to request to repeat modules instead**  
You can request to repeat all of the modules you have yet to pass over the next academic year instead of completing referrals in them. It is very important that you understand the full implications of doing this and any costs involved. If you are considering doing this, please contact BCOM registry before the deadline.

## Results of your referrals

Your referral results will be published in September 2021. You should receive a new transcript and will also be able to view your referral results on the DLE. If you fail your referrals, you may be asked to repeat modules over the next academic year and would not then be expected to collect any award.

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For more information about **referral** and 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.

- **Graduation ceremony**

If you become entitled to an award upon withdrawal, you may be eligible to attend the BCOM graduation ceremony. Graduation is provisionally scheduled for October subject to the lifting of restrictions on large gatherings. Further details will be emailed out nearer the time.

- **Appeals**

If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Monday 15<sup>th</sup> February 2021**

- **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 as marks already achieved for that element will be overwritten. The deadline for requesting a referral attempt is 15<sup>th</sup> February 2021. Please note that 80 credits is the maximum amount that can be taken as referrals

- **Outstanding Debts**

If you have any outstanding tuition fee debts, you may be unable to receive your award or attend the graduation ceremony. Please contact Finance and/or Registry to resolve any payment or for any queries.

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

If you have any queries or if you require this in a larger print, please contact Registry – email [registry@bcom.ac.uk](mailto:registry@bcom.ac.uk)