

| 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>N – Next attempt S – Same attempt*</p> <p>*This does not mean that the referral task will be the same as the original task.</p> | <div style="border: 1px solid black; display: inline-block; padding: 5px;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="width: 33px; height: 33px; text-align: center; vertical-align: middle; font-size: 24px;">E</td> <td style="width: 33px; height: 33px;"></td> <td style="width: 33px; height: 33px;"></td> </tr> </table> </div> | E | | | <p>This element will be reassessed by:</p> <p>A – Specified assessment C – Coursework E – Examination P – Practice T – In-class test</p> |
| E | | | | | |

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
This is what you need to do:

- 1) **Now – Referral tasks** Instructions for your referral work will follow very shortly by email. Please ensure that you check your Plymouth University email address regularly. In the event of you failing your referral work, you may be unable to achieve your award. It is extremely important that you ensure that we receive your completed work by **15:00 on 9 December 2021**.
 - 2) You can request to repeat all of the modules you have yet to pass over the next academic year instead of completing extended 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 the Programme Office before **26 October 2021**
- **Results of your referrals**
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 published in January 2022..

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For more information about **referral** and for more detail to accompany the brief points below, please visit <https://www.plymouth.ac.uk/student-life/your-studies/essential-information/results-guidance-notes>

- **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**

Please contact HKU SPACE for details of the graduation ceremony, which is planned for later in 2021 details to follow once final arrangements are confirmed.

- **Appeals**

If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Tuesday 26 October 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, 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 **Tuesday 26 October 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 **Judy Cheung – Executive Assistant** judy.cheung@hkuspace.hku.hk

If you have any further questions, please contact **Judy Cheung – Executive Assistant** judy.cheung@hkuspace.hku.hk or visit the Student Portal at <https://mobile.plymouth.ac.uk/campusm/home#menu> Please note to access the Student Portal you will require your UoP log-in details.

If you have any queries or if you require this in a larger print, please contact Academic Partnerships by email hkuspace@plymouth.ac.uk