

Type	Progress	Award	Study Aim
T125.JUL.UGPG.NETC	B1	-	UG/PG

Important information regarding your results



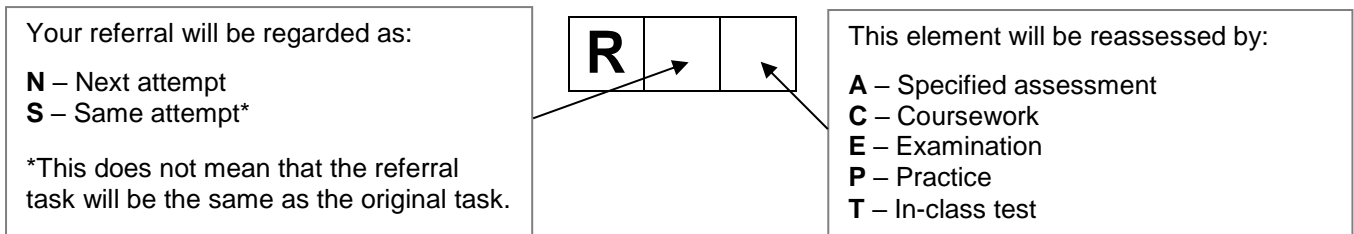
UNIVERSITY OF PLYMOUTH

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.



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:

- **Referral tasks are available to download from the Digital Learning Environment (DLE)**
For elements with referral codes ending in A, C, P or T, download your referral tasks from the DLE. For some modules, there may be more than one task according to the element the task is to cover; so please ensure that you complete the correct task(s). If you encounter any difficulties, you must contact your module leader urgently.

Your work must be submitted exactly in accordance with instructions on the website and we must receive all of your completed tasks by the formal deadline of **16.00hrs (Swiss time) on 8 September 2021**.

If you have any elements with a referral code ending in **E**, you must sit an exam for that module. **Information regarding referred examinations including dates, times and venues will be provided by IUG.**

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• **Deadline to request to repeat modules - 25 August 2021**

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 the aprogrammes@plymouth.ac.uk before the deadline.

• **Results of your referrals**

Your referral results will be published **mid 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.

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.

• **Enrolment for next year**

To continue with your studies over the next academic year, you must complete the enrolment process. In order to be able to enrol onto stage two of the programme any outstanding debts for 2020-21 need to be cleared in order for re-enrolment to take place. Details of how to make any outstanding payments are provided below.

Please e-mail aprogrammes@plymouth.ac.uk no later than Monday 6th September 2021 to confirm your intentions for 2021-22 including your full name and University of Plymouth student registration number.

If there have been any changes to your personal details including your address over the course of the last academic year please also e-mail aprogrammes@plymouth.ac.uk to enable us to update our records.

• **Appeals**

Students may appeal against the following:

If you wish to appeal against the decision of the Award Assessment Board, you should submit an [appeal form](#) **with all supporting evidence by 25 August 2021**.

You can find out more about the appeals procedure [here](#)

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• Extenuating Circumstances

If you have submitted valid extenuating circumstances during the year, the Award Assessment Board will have considered these.

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 addresses on page two. **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 **25 August 2021**.

Please note that 80 credits is the maximum amount that can be taken as referrals.

• Outstanding Debts

If you are a student debtor, as explained above you cannot enrol onto the next stage of your programme until the outstanding payments have been made.

Please contact studentaccountsteam@plymouth.ac.uk to check your outstanding fees due and obtain information on how to make payment in order to clear this debt.

• Tuition fees for 2021/2022:

The University of Plymouth fees for Year 2 of the DBA programme is set at £8,950; Years 3-5 is set at £6,000 p.a. Fees are to be paid by yourself / the fee payer (and split if appropriate) /your employer/other.

To pay your fees by credit/debit card please pay via our [online e-payments system](#). Alternative payment methods are shown on our [Self-fee payer FAQ section](#), question 6.

Please ensure that you quote your University student reference number with each payment and that fees are paid promptly.

If you **do not** wish to continue your studies over the next academic year, you may:

○ Interrupt your studies

Interruption of studies means taking a year or more out from your studies but remaining registered on your programme. Subject to a 'maximum period of registration', you could later resume your studies. To discuss this option, please email programmes@plymouth.ac.uk no later than Monday 6th September 2021.

○ Withdraw from your studies

If you withdraw, you will cease being a student at IUG and the University of Plymouth 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 programmes@plymouth.ac.uk no later than Monday 6th September 2021.

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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 the University of Plymouth and would need to re-apply if I decide to study at the University of Plymouth 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 are entitled to an award, you are eligible to attend the Academic Partnerships' UoP Graduation Ceremony.

Further details regarding the Graduation Ceremony will be forwarded in due course

If you have any queries or if you require this in a larger print, please contact aprogrammes@plymouth.ac.uk