

Type	Progress	Award	Study Aim
T110.JUL.UGPG	A1	-	UG/PG

Important information regarding your results



UNIVERSITY OF PLYMOUTH

Congratulations on passing your modules over the last academic year!

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 web 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](#).

• 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 aprogrammes@plymouth.ac.uk.

Please be aware that any referral will be in the entire element; as such, your marks may go down, as well as up. Marks already achieved for that element will be overwritten. The deadline for requesting a referral attempt is **25 August 2021**

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• 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 aprogrammes@plymouth.ac.uk no later than Monday 6th September 2021.
- **Withdraw from your studies**
If you withdraw, you will cease being a student at 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 to aprogrammes@plymouth.ac.uk no later than Monday 6th September 2021



Surname:

Forename(s):

Student number:

I wish to withdraw from the DBA 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:



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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

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