

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 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.

- **Appeals**

If you wish to appeal against the decision of the Award Assessment Board, you must do so by 30 December 21.

- **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 tuition fee debts, you may be unable to continue with your studies. Please contact studentsupport@plymouth.ac.uk

If you have any further questions, please contact Institute of Export & International Trade Student Support) 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 **do not** wish to continue your studies over the next academic year, see overleaf.

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

○ **Suspend your studies**

Suspension 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 contact Institute of Export & International Trade Student Support

○ **Withdraw from your studies**

If you withdraw, you will cease being a student at Institute of Export and International Trade 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:

Student Support – email studentsupport@export.org.uk



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 Institute of Export and International Trade and the University of Plymouth and would need to re-apply if I decide to study at Institute of Export and International Trade and the University 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**

You will be invited to receive your certificate at the Institute of Export and International Trade 2022 Graduation Ceremony. This is usually held at Mansion House, London during the month of May. You will need to ensure that studentsupport@export.org.uk are updated with any changes to your contact details.

If you have any queries or if you require this in a larger print, please contact Student Support – 01733 404400 or email studentsupport@export.org.uk