Important information regarding your results

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.

- **R**
- **N** – Next attempt
- **S** – Same attempt

*This does not mean that the referral task will be the same as the original task.*

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 available to download**
   For elements with referral codes ending in A, C, P or T, download your referral tasks from the relevant Faculty link below:

   **Faculty of Arts and Humanities**
   https://dle.plymouth.ac.uk/course/view.php?id=19773

   **Faculty of Business**
   Undergraduate
   https://dle.plymouth.ac.uk/course/view.php?id=25914
   Postgraduate
   https://dle.plymouth.ac.uk/course/view.php?id=26651

   **Faculty of Health and Human Sciences**
   Please contact your Faculty
   +44 1752 585332
   rollestudentreception@plymouth.ac.uk

   **Faculty of Science and Engineering**
   https://dle.plymouth.ac.uk/course/view.php?id=25927
Academic Partnerships
Please contact your Faculty
+44 1752 587517
academicpartnerships@plymouth.ac.uk

Graduate School
Please contact your Faculty
+44 1752 587640
graduateschool@plymouth.ac.uk

Plymouth University Peninsula Schools of Medicine and Dentistry
Please contact your Faculty
+44 1752 437444

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 faculty office 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 **15.00hrs on Thursday 17 August 2017**.

2) **On Thursday 27 July 2017 – Referral examination timetable published**
If you have any elements with a referral code ending in **E**, you must sit an exam for that module. Examinations take place from **Monday 21 August 2017** until **Friday 25 August 2017 inclusive** and the timetable at [www.plymouth.ac.uk/services/exams](http://www.plymouth.ac.uk/services/exams) will list the venue, time & date of each. If you have modified examination provision, your timetable will differ and details will instead be emailed to your university email address. Before sitting your exams, it is extremely important that you familiarise yourself with information at the above website.

3) **Friday 11 August 2017 – 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 your faculty office before the deadline.

**Results of your referrals**
Your referral results will be published on **Wednesday 13 September 2017**. You should receive a new transcript and will also be able to view your referral results on the portal. 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 [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**
We hope that you will be able to attend your school’s next ceremony. Ceremonies will take place from **Monday 18 September 2017** until **Saturday 24 September 2017** inclusive. Ticket booking opens on **Tuesday 1 August 2017**. Please book your tickets before your referral results are published; refunds can be claimed in the event of you not passing.

- **Appeals**
  If you wish to appeal against the decision of the Award Assessment Board, you must do so by **Friday 28 July 2017**.

- **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 debts with the University, you may be unable to receive your award or attend the graduation ceremony. Please contact Finance & Sustainability on 01752 588130 or email tuitionfees@plymouth.ac.uk

If you have any further questions, please contact the faculty or see the Student Handbook at [https://www.plymouth.ac.uk/studenthandbook](https://www.plymouth.ac.uk/studenthandbook)

If you have any queries or if you require this in a larger print, please contact your Faculty Office –
**Contact details for all Faculties are listed on the Results – Additional Guidance webpage**